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1997/98

ANNUAL

REPORT

SECTION 1

Message from the
Minister

Advanced Education
& Career Development


- ♦ Overview
- ♦ Results Analysis

Personnel
Administration Office

- ♦ Overview
- ♦ Results Analysis

Financial Information

Appendices


ADVANCED EDUCATION AND
CAREER DEVELOPMENT

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Please refer to Section 2 for the financial statements of: public colleges, technical institutes, universities and associated entities, Banff Centre for Continuing Education, Alberta Vocational Colleges and foundations.

Public Accounts 1997/98

Preface

The Public Accounts of Alberta are prepared in accordance with the Financial Administration Act and the Government Accountability Act. The Public Accounts consist of the annual report of the Government of Alberta and the annual reports of each of the 18 Ministries. Commencing this fiscal year, ministry annual reports required under the Government Accountability Act replace volumes 2, 3 and 4 of the Public Accounts prepared in previous years.

The annual report of the Government of Alberta contains the consolidated financial statements of the Province and a comparison of the actual performance results to desired results set out in the government's business plan, including a message from the Provincial Treasurer. The Province's audited consolidated financial statements include the accounts of government entities consisting of departments (all departments combined form the General Revenue Fund), revolving funds, the Alberta Heritage Savings Trust Fund and other regulated funds, provincial agencies and Crown-controlled corporations.

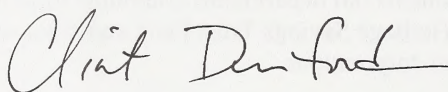
This annual report of the Ministry of Advanced Education and Career Development contains the audited consolidated financial statements of the Ministry and a comparison of actual performance results to desired results set out in the Ministry's business plan, including a message from the Minister. The Ministry's audited consolidated financial statements include the accounts of the Personnel Administration Office and the Department of Advanced Education and Career Development.

This annual report includes the financial reporting requirements pursuant to the Financial Administration Act, to the extent that the Ministry has anything to report. A summary of expenditures under each appropriation in the Ministry, as required by the Government Accountability Act, is included in the financial statements of the Ministry.

Financial information relating to accountable organizations which includes the universities, technical institutes, public colleges, Banff Centre for Continuing Education, the Long Term Disability Benefit Fund - Bargaining Unit and the Long Term Disability Fund - Management, Opted Out and Excluded is also provided in this annual report.

Minister's Accountability Statement

The Ministry's Annual Report for the year ended March 31, 1998 was prepared under my direction in accordance with the Government Accountability Act and the government's accounting policies. All of the government's policy decisions as at May 22, 1998 with material economic or fiscal implications of which I am aware have been considered in the preparation of this report.



Clint Dunford
Minister of Advanced Education and
Career Development
September 4, 1998

Message from the Minister

This annual report covers the period April 1, 1997 to March 31, 1998. It includes information on two components of the Ministry for which I am responsible: the Personnel Administration Office, which provides corporate human resource services for government, and the department of Advanced Education and Career Development, which supports adult learning in the province.

In short, this report confirms that the overall Ministry is on-track and on-budget. The report provides an update on department strategies, includes the Ministry's audited financial statements, and discusses the performance of adult learning in meeting the goals that Albertans have set.

Albertans demand quality learning—not only this year, but every year. Helping Albertans reach their full potential in the community and the economy is a responsibility we share with the community. It's a daily commitment, not a bar chart. What these pages discuss is how we are moving forward with a plan, this year and every year. Our work in the 1997/98 fiscal year was important and exciting ... and it is part of a continuing process of striving for excellence.

The following pages describe many of our accomplishments, and I would like to highlight a few that are particularly important to me.

- The Alberta Opportunities Bursary. Needy students and their families told me that debt is their number one concern. In January, I announced the Alberta Opportunities Bursary. It matches the funds which post-secondary institutions raise on behalf of high-needs students. By the summer of 1998, more than 10,000 students had qualified for over \$10 million.
- Youth Connections. It began as a pilot in Edmonton and Calgary this year. Project staff link young people who are at risk of being unemployed or under-employed with career planning services, job training, opportunities for further education, and employment.
- Alberta Vocational Colleges are now board-governed institutions, which gives the four colleges the independence and opportunity to develop the programs most needed by their clients.
- The Canada-Alberta Labour Market Development Agreement brought a transfer of federal staff to the department, a network of offices across the province, and new outlook on how we help clients.
- The Knowledge Networks grant expands Albertans' access to electronic digital libraries.
- The Campus Alberta Partnership was developed as a system-wide initiative that will build upon existing institutional strengths and foster collaboration.
- The public service achievement bonus reflects a belief that all employees have a role to play in how well the government operates, and in whether we meet our overall business plan goals.

The following issues continue to capture the imagination and resources of the Ministry, including:

- maintaining and enhancing the quality of learning and research.
- ensuring a knowledgeable and skilled workforce.
- expanding enrolment capacity.
- assisting disadvantaged youth.
- fostering knowledge and innovation driven growth.
- ensuring affordability for learners.
- ensuring continuity and effectiveness of labour market programming.

We are striving for an adult learning system that is accessible, responsive, affordable, and excelling in research. We envision a public service respected for its attitudes, knowledge and skill, its effective management of public policy, and its dedication to achieving quality, affordable services. It has been an exciting year, and we have moved even closer toward our goals. Thank you for your interest in the journey.



Clint Dunford
Minister

Advanced Education and Career Development

Accessibility

The system will encourage and support more accessible lifelong learning.

- The Access Fund created over 8,000 spaces toward the target of 10,000 by 1999/2000. A revised Access Fund is to be announced in July 1998.
- Opportunities for youth in apprenticeship and industry training were expanded through the CAREERS: *The Next Generation* Foundation and increased participation in the Registered Apprenticeship Program (RAP).
- The department developed the Alberta Learning Information Service (ALIS), which people can access through the Internet. ALIS provides a wide array of post-secondary education, career planning, and labour market information, as well as links to related websites.

Responsiveness

The system will increase its responsiveness to the needs of the individual learner and to the social, economic and cultural needs of the province.

- Youth Connections pilot projects were initiated in Calgary and Edmonton to reach “youth at risk”.
- In conjunction with Human Resources Development Canada, designed and began implementing a co-located service delivery network across Alberta. Federal staff and program resources were transferred to the province effective November 1, 1997.
- A Memorandum of Understanding was signed with Family and Social Services to redesign provincial labour market programs and delivery systems.
- The Performance Envelope allocated funding to reward and encourages excellence for universities, colleges, technical institutes, and government funded private colleges with accredited programs.
- Campus Alberta Partnership was announced as a system-wide initiative that will build upon institutions’ strengths and foster collaboration.
- The Alberta Vocational Colleges were established as public colleges and appointed Interim Governing Authorities May 15, 1997. College operations and staff went from government to college Interim Governing Authorities September 1, 1997.
- A draft report on post-secondary system performance is to be distributed to institutions for feedback. The first public report is to be released in the fall of 1998.
- The third Minister’s Forum on Adult Learning was held in November 1997.

Affordability	<p>The system will provide quality learning opportunities to the greatest number of Albertans at a reasonable cost to learner and taxpayer.</p> <ul style="list-style-type: none"> • Legislation was introduced ratifying a cap on tuition fees. • An additional \$20 million was earmarked for knowledge network learning resources infrastructure. • An Alberta Opportunities Bursary was developed for implementation September 1998.
Research Excellence	<p>The system, through its universities, will pursue research excellence to increase access to and development of new knowledge.</p> <ul style="list-style-type: none"> • The Intellectual Infrastructure Partnership Program was established to make investments in research infrastructure.
Effectiveness	<p>The department will improve its effectiveness.</p> <ul style="list-style-type: none"> • A Year 2000 compliance plan is in place and on target. • A Learning Organization Project was established to ensure that the department's human resource plan and staff development strategies support the continued development of a learning organization culture.

Personnel Administration Office

In addressing corporate human resource issues, the Personnel Administration Office takes a strategic approach to build a strong Alberta public service.

Corporate Human Resource Strategies and Policies	<ul style="list-style-type: none"> • Developed a new management rewards strategy to reward managers for results achieved in helping ministries meet goals set in business plans. • Developed an achievement bonus, which rewards employees based on government's results in achieving business plan financial and performance targets. • Led the development of a new corporate human resource development strategy for the Alberta public service. • Worked in partnership with the Alberta Union of Provincial Employees to develop the Employee Support and Recovery Assistance program to help employees return to the workplace after an extended leave.
Direct Services	<ul style="list-style-type: none"> • Negotiated a new master agreement with the Alberta Union of Provincial Employees; ratification process complete or in progress in seven of 12 subsidiaries. • Provided executive recruitment and employee assistance services to government.
Reduced Regulations	<ul style="list-style-type: none"> • Reduced the number of human resource regulations and directives, rewrote existing regulations in plain language and created a new on-line delivery system.

Management's Responsibility for Financial Reporting

The Ministry of Advanced Education and Career Development includes:

*Department of Advanced Education and Career Development
Personnel Administration Office*

The executives of the ministry have the primary responsibility and accountability for the respective entities. Collectively, we ensure the ministry complies with all relevant legislation, regulations and policies.

Ministry business plans, annual reports, performance results and the supporting management information are integral to the government's fiscal and business plans, annual report, quarterly reports and other financial and performance reporting.

Responsibility for the integrity and objectivity of the consolidated financial statements and performance results for the ministry rests with the Minister of Advanced Education and Career Development. Under the direction of the Minister, we oversee the preparation of the ministry's annual report, including consolidated financial statements and performance results. The consolidated financial statements and the performance results, of necessity, include amounts that are based on estimates and judgements. The consolidated financial statements are prepared in accordance with the government's stated accounting policies.

As Public Service Commissioner and Deputy Minister, in addition to program responsibilities, we establish and maintain the ministry's financial administration and reporting functions. The ministry maintains systems of financial management and internal control, which give consideration to costs, benefits, and risks that are designed to:

- provide reasonable assurance that transactions are properly authorized, executed in accordance with prescribed legislation and regulations, and properly recorded so as to maintain accountability of public money,
- provide information to manage and report on performance,
- safeguard the assets and properties of the Province under ministry administration,
- provide Executive Council, Treasury Board, the Provincial Treasurer and the Minister any information needed to fulfill their responsibilities, and
- facilitate preparation of ministry business plans and annual reports required under the Government Accountability Act.

In fulfilling our responsibilities for the ministry, we have relied, as necessary, on the executive within the ministry.



Lynne Duncan
Deputy Minister



Jim Dixon
Public Service Commissioner

Ministry of Advanced Education and Career Development
May 22, 1998

Overview - Advanced Education and Career Development

Vision

Albertans have a vision for the future of adult learning in our province:

Albertans are recognized globally for the excellence of their knowledge, skills, attitudes and experiences that enable them:

- *to take responsibility for shaping their futures,*
- *to participate in a changing economy and work force,*
- *to create new knowledge, and*
- *to enrich the quality of life in their communities.*

Mission Statement

Advanced Education and Career Development will lead and work with other partners to set new directions for adult learning, and to provide Albertans with an accessible, responsive and affordable system of quality adult learning that is accountable for results.

Core Businesses

The department's core business is to provide leadership to the adult learning system to achieve:

- the creation of new knowledge essential to the development and future prosperity and preservation of Alberta and its people.
- the sharing of knowledge and skills essential to the personal, social, cultural and economic well-being of individual Albertans and to the prosperity of the province.

by:

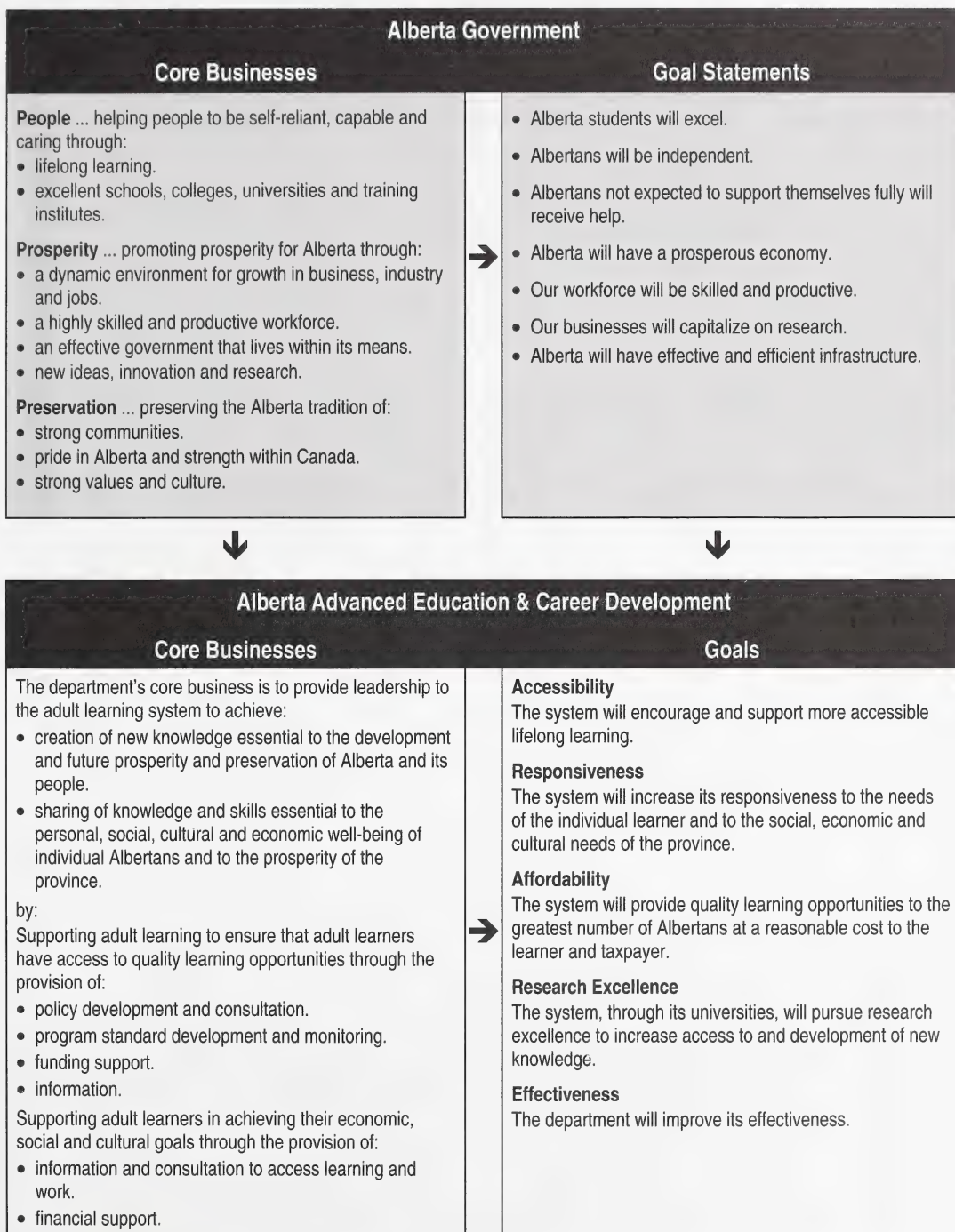
Supporting adult learning and research to ensure that adult learners have access to quality learning opportunities through the provision of:

- policy development and consultation.
- program standard development and monitoring.
- funding support.
- information.

Supporting adult learners in achieving their economic, social and cultural goals through the provision of:

- information and consultation to access learning and work.
- financial support.

Linkages to Government Core Businesses



Operational Overview

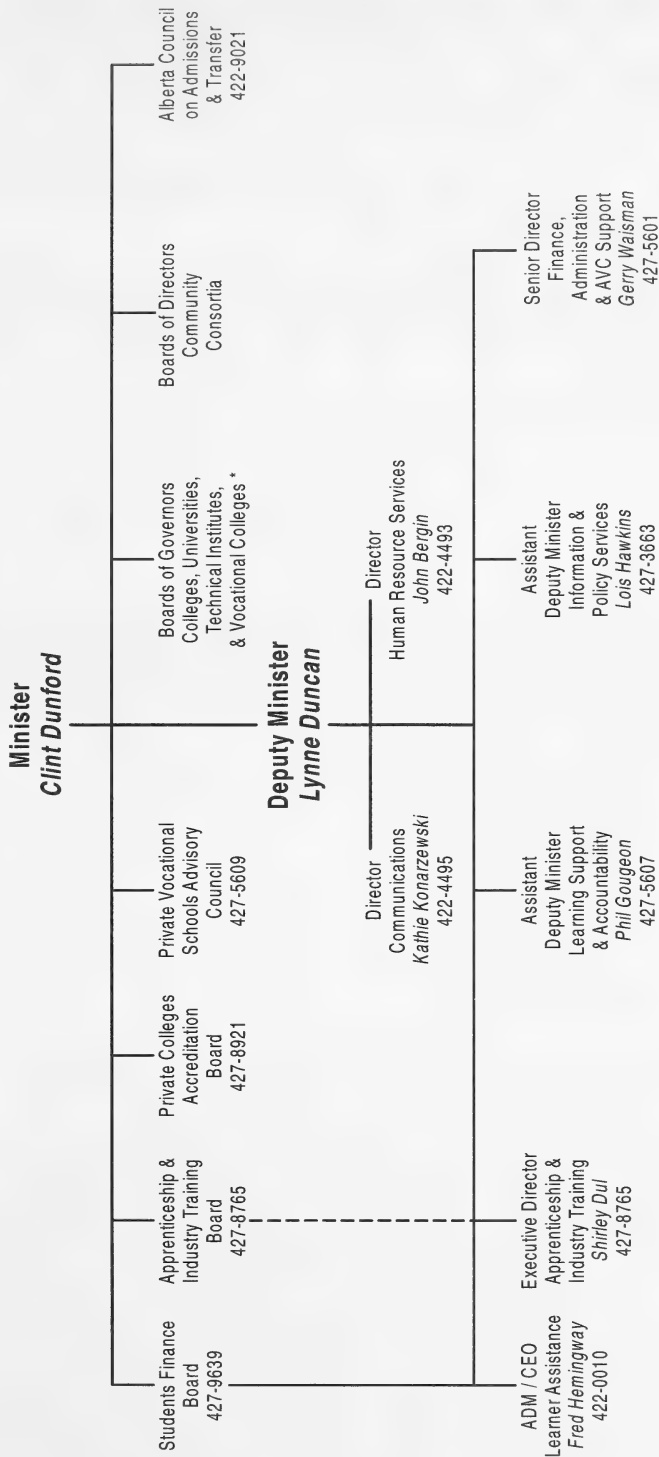
The Department of Advanced Education and Career Development is responsible for ensuring adults have access to quality adult learning opportunities and encouraging research excellence. The department provides leadership, direction and funding for the province's 26 public and private accredited post-secondary institutions. It also provides individual adult learners with financial assistance as well as a variety of labour market programs including labour market information and career counselling.

Advanced Education and Career Development is comprised of the following divisions: Apprenticeship and Industry Training; Finance Administration and AVC Support; Information and Policy Services; Learner Assistance; and Learning Support and Accountability.

Other functions associated with adult learning such as the Students Finance Board, the Apprenticeship and Industry Training Board, the Alberta Council on Admissions and Transfer, the Private Colleges Accreditation Board, and the Private Vocational Schools Advisory Council are integrated into the department's organizational structure.

The following page presents the department's organization chart. Further information on the department's divisions, branches, boards and councils and the post-secondary learning community is provided in Appendix I.

Organization Chart



- * AVCs were established as public colleges with Interim Governing Authorities May 15, 1997.
College operations and staff were transferred from government to Interim Governing Authorities September 1, 1997.

Key Activities in the Past Year

1997/2000 Business Plan Status as at March 31, 1998

Goal: **Accessibility** **The system will encourage and support more accessible lifelong learning.**

Objective: Increase the range of learning opportunities and delivery mechanisms for adult learners.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Implement and monitor Access Fund programs and evaluate performance.	<ul style="list-style-type: none">• The original Access Fund created over 8,000 spaces toward the target of 10,000 by 1999/2000.• A revised Access Fund is to be announced in July 1998. <i>Contact: Phil Gougeon (427-5607)</i>
Facilitate and support system-wide change that integrates technology and learning. Encourage the development of effective alternate methods of delivery across the adult learning system to serve learners in ways, times and places suited to their needs and more effectively link teachers, students and curriculum. - Learning Enhancement Envelope: Priority for learner accessibility will shift to expand opportunity, improve learning and increase productivity by integrating educational technologies with learning through investments in curriculum, faculty and staff development, learning and student support, and technology infrastructure.	<ul style="list-style-type: none">• Received the 1998/99 submissions. Grant announcements are to be made to the institutions in summer 1998. <i>Contact: Phil Gougeon (427-5607)</i>
Expand opportunities for youth in apprenticeship and industry training.	<ul style="list-style-type: none">• Contributed to the CAREERS: <i>The Next Generation</i> Foundation.• Increased participation in the Registered Apprenticeship Program (RAP). <i>Contact: Shirley Dul (427-8765)</i>

Objective: Increase the range of learning opportunities and delivery mechanisms for adult learners. (cont.)	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Further develop flexible mechanisms to assist Albertans pursuing apprenticeship and industry training.	<ul style="list-style-type: none"> • Ensured the technical training component of apprenticeship programs is current with industry requirements. • Developed additional individual learning modules for the technical training component of trades. • Increased the number of trades with alternate delivery. • Increased access and opportunities for learners. <i>Contact: Shirley Dul (427-8765)</i>
Work with Alberta Education to coordinate strategies between schools and the post-secondary system for the integration of technologies into teaching and learning.	<ul style="list-style-type: none"> • No progress to date on this strategy. <i>Contact: Phil Gougeon (427-5607)</i>

Objective: Ensure that Albertans have access to information and career consulting that allows them to make better decisions.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Improve information and counselling services to assist Albertans in making effective decisions about learning opportunities.	<ul style="list-style-type: none"> • Career information and counselling services were extended to more communities as former Human Resources Development Canada sites were converted to Canada-Alberta Service Centres. <i>Contact: Fred Hemingway (422-0010)</i>
Develop and support the concept of a comprehensive and integrated electronic information service for adult learners through the Internet, which will ultimately deliver a wide array of information and application services.	<ul style="list-style-type: none"> • Launched the Alberta Learning Information Service (ALIS) during the Minister's Forum on Adult Learning in late fall 1997. ALIS includes post-secondary education, career planning and labour market information, as well as links to related websites. • Established a developmental plan for adding information resources and services. <i>Contact: Lois Hawkins (427-3663)</i>

Goal: Responsiveness

The system will increase its responsiveness to the needs of the individual learner and to the social, economic and cultural needs of the province.

Objective: Improve the knowledge and skills of Albertans, particularly as they relate to employability.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Develop a Learning Transitions for Youth initiative, as identified in <i>People and Prosperity</i> , which will prepare young adults for a changing world of work with knowledge, workplace skills and attitudes, and information about careers that require skill development, though not necessarily degrees or diplomas.	<ul style="list-style-type: none">• Began <i>Youth Connections</i> pilot projects in Calgary and Edmonton to reach "youth at risk".• Initiated partnership activities with the private sector.• Evaluating the pilot projects. Results to be reported in spring 1998. <i>Contact: Fred Hemingway (422-0010)</i>
Improve services for labour market program clients and eliminate duplication to reduce costs to taxpayers.	<ul style="list-style-type: none">• In conjunction with Human Resources Development Canada, designed and began implementing a co-located service delivery network across Alberta.• Staff and program resources were transferred to the province effective November 1, 1997. <i>Contact: Fred Hemingway (422-0010)</i>
The ministry, working with Family and Social Services, will redesign as appropriate the provincial labour market and income support programs and delivery systems to improve their efficiency and responsiveness to Albertans.	<ul style="list-style-type: none">• Signed a Memorandum of Understanding with Family and Social Services to redesign provincial labour market programs and delivery systems. Implementation target date is April 1, 1999. <i>Contact: Fred Hemingway (422-0010)</i>
Work with Alberta Education to achieve the common goal of facilitating successful transitions for young people from school to work, school to school and work to school.	<ul style="list-style-type: none">• Implemented a pilot project in Red Deer that will provide students with labour market information to aid them in planning for their futures.• Undertook a project to assess the career and labour market information needs of youth. Final report due in April 1998. <i>Contact: Fred Hemingway (422-0010)</i> <ul style="list-style-type: none">• The Essential Skills Framework working group, with representation from Alberta Education, is developing a cross-departmental policy framework.• Established partnerships and linkages between Advanced Education and Career Development and Alberta Education on a broad range of initiatives relating to youth transitions. <i>Contact: Lois Hawkins (427-3663)</i>

Objective: Improve the knowledge and skills of Albertans, particularly as they relate to employability. (cont.)	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Evaluate the applied degree pilot established to respond to the knowledge and skill requirements of Alberta's changing economy.	<ul style="list-style-type: none"> Established an advisory committee to evaluate the applied degree pilot. The report is to be made in July 1998. <i>Contact: Phil Gougeon (427-5607)</i>

Objective: Improve the effectiveness of adult learning providers in meeting the goals established for the adult learning system.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Complete the implementation of the funding mechanism to encourage and reward excellence in publicly supported post-secondary education.	<ul style="list-style-type: none"> Implemented. <i>Contact: Phil Gougeon (427-5607)</i>
Beginning in 1997/98 the Performance Envelope will allocate funding to reward and encourage excellence for universities, colleges, technical institutes, and government funded private colleges with accredited programs. All institutions will be entitled to a system performance award (net one percent). Additional awards will be based on achievement.	<ul style="list-style-type: none"> Implemented. Data and allocation process on schedule for June 1998 announcement. Evaluation process ready to be initiated immediately following 1998 announcements. <i>Contact: Phil Gougeon (427-5607)</i>
Encourage the development of centres of program specialization in public post-secondary institutions to ensure quality, cost-effectiveness and efficiency.	<ul style="list-style-type: none"> Campus Alberta to be established in June 1998, as a system-wide partnership that will build upon institutions' strengths and foster collaboration. <i>Contact: Phil Gougeon (427-5607)</i>

Objective: Improve the accountability of adult learning providers in meeting the goals established for the adult learning system.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Require providers to measure and report on performance through an accountability framework based on key performance indicators. Enhance departmental reporting systems and processes necessary to report back to stakeholders and the public. Ensure that key performance indicators for public and private providers are consistent and comparable.	<ul style="list-style-type: none"> • Draft report on system performance is to be distributed to institutions in June for feedback. The first public report is to be released in fall 1998. • Developed and distributed common reporting software, a system-wide key performance indicator reporting manual and a 'data dictionary'. • Provided institutions with electronic access to system-wide accountability information, enabling institutions to make system-wide comparisons using any variables. <p><i>Contact: Phil Gougeon (427-5607)</i></p> <ul style="list-style-type: none"> • Reported on four out of six key performance indicators established for the Apprenticeship and Industry Training system. • Conducted an Apprenticeship employer satisfaction survey. <p><i>Contact: Shirley Dul (427-8765)</i></p>

Objective: Ensure transferability of credentials and mobility of Albertans.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Create new paths for completing degrees to provide Albertans with learning opportunities that build on their completion of diploma and university-transfer programs.	<ul style="list-style-type: none"> • Work continues with institutions to increase partnerships and collaborative degree completion initiatives. <p><i>Contact: Phil Gougeon (427-5607)</i></p>
Improve the transfer of courses to assist Albertans to progress through the adult learning system.	<ul style="list-style-type: none"> • Senior administrators are working with senior academic officers to increase transferability. <p><i>Contact: Phil Gougeon (427-5607)</i></p>
Promote the development of policies to assess and recognize individuals' prior learning accomplishments.	<ul style="list-style-type: none"> • A prior learning assessment and recognition working group is being developed to establish a policy framework. • Through the Alberta Council on Admissions and Transfer, continued to encourage post-secondary institutions to develop flexible and efficient prior learning assessment and recognition policies. A total of eight institutions, representing a cross-section of the five public post-secondary sectors, have developed new policies. <p><i>Contact: Lois Hawkins (427-3663)</i></p>

Objective: Ensure transferability of credentials and mobility of Albertans. (cont.)	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Implement an alternate certification mechanism for Apprenticeship and Industry Training. Develop strategies to recover costs related to learning assessments.	<ul style="list-style-type: none"> Established a process to recognize competencies of people who have not completed a formal apprenticeship program. Implemented learning assessment fees. <p><i>Contact: Shirley Dul (427-8765)</i></p>
Lead changes to provide interprovincial mobility of workers as outlined in the Labour Mobility Chapter of the Agreement on Internal Trade.	<ul style="list-style-type: none"> The Forum of Labour Market Ministers (FLMM) approved a work plan to accelerate the compliance of regulating bodies. Alberta successfully resolved all complaints against its regulatory bodies. <p><i>Contact: Lois Hawkins (427-3663)</i></p> <ul style="list-style-type: none"> Continued work on the Interprovincial Computerized Examination Management System to develop interprovincial item banks for recognized interprovincial (Red Seal) trades. <p><i>Contact: Shirley Dul (427-8765)</i></p>
Work with other partners, through the Council of Ministers of Education, Canada to implement a national agenda to support continued improvement of quality adult learning and mobility of Canadians.	<ul style="list-style-type: none"> Examined, in conjunction with other jurisdictions, educational data and indicators of quality, accessibility and responsiveness. Facilitated agreement to recognize undergraduate credits at a first and second year level. Interprovincial barriers to student mobility are to be discussed further. Members of pan-Canadian group are examining policy issues and expectations regarding post-secondary education. <p><i>Contact: Lois Hawkins (427-3663)</i></p>

Objective: Align adult learning system policies to anticipate and respond to a changing environment.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Initiate reforms to adult development programming that focus on learner and employer needs, and are career focused, outcome based, articulated and cost effective.	<ul style="list-style-type: none"> Eleven pilot projects are in various stages of implementation. Developed Adult Skills Alberta, a new model for programming that recognizes integration of personal, academic and job-related skill development. <p><i>Contact: Lois Hawkins (427-3663)</i></p>

Objective: Align adult learning system policies to anticipate and respond to a changing environment. (cont.)	
Strategies	Status as at March 31, 1998
Continue consultation with stakeholders to ensure that adult learning is responsive to the needs of Albertans (e.g. Minister's Forum on Adult Learning).	<ul style="list-style-type: none"> • The Minister's Forum was held in November 1997. • Other stakeholder consultations included the Community Adult Learning Program policy review. <p>Contact: Lois Hawkins (427-3663) Fred Hemingway (422-0010)</p>
Respond to recommendations arising from the consultation on Apprenticeship and Industry Training.	<ul style="list-style-type: none"> • Increased options for training. • Enhanced financial support for apprentices. • Increased promotion of ways to start an apprenticeship and recognize prior learning. • Increased training opportunities for youth. • Increased options for certification of workers. • Implemented methods to improve the efficiency of the industry advisory committee network. <p>Contact: Shirley Dul (427-8765)</p>
Develop a new process for approving institutional credit programs.	<ul style="list-style-type: none"> • Improved the process by reducing the maximum review period to 30 days and developing an electronic proposal submission system. <p>Contact: Phil Gougeon (427-5607)</p>
Develop an accreditation process for private institutions wishing to grant degrees.	<ul style="list-style-type: none"> • Approved a new and expanded accreditation process for private institutions wishing to offer undergraduate degrees. <p>Contact: Phil Gougeon (427-5607)</p>
Lead the transition to board governance for Alberta Vocational Colleges.	<ul style="list-style-type: none"> • Minister established AVCs as public colleges and appointed Interim Governing Authorities May 15, 1997. • Transferred college operations and staff from government to college Interim Governing Authorities September 1, 1997. • Appointing new boards April 1, 1998. <p>Contact: Phil Gougeon (427-5607)</p>

Objective: Maximize the economic benefits of immigration.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Continue negotiations of a new Canada-Alberta Immigration Agreement with Citizenship and Immigration Canada defining Alberta's role pending confirmation of predictable, adequate, and equitable federal financing arrangements for settlement and integration.	<ul style="list-style-type: none"> Reviewing and refining a draft agreement. Recommendation to Minister by end of 1998. <i>Contact: Lois Hawkins (427-3663)</i>

Goal: Affordability **The system will provide quality learning opportunities to the greatest number of Albertans at a reasonable cost to learner and taxpayer.**

Objective: Realign the responsibility of learners, providers, business and government for the cost of adult learning.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Introduce a tuition fee policy for apprentices so their contribution to their formal training is consistent with benefits received. The ministry, in partnership with Human Resources Development Canada, will provide needs based financial assistance.	<ul style="list-style-type: none"> Established financial assistance for apprentices who demonstrate financial need. <i>Contact: Fred Hemingway (422-0010)</i> <i>Shirley Dul (427-8765)</i>
Maintain existing tuition fee policy for public post-secondary learners. This policy is based on the view that learners will assume a share of financial responsibility for their learning in line with the benefits they receive.	<ul style="list-style-type: none"> Introduced legislation ratifying a cap on tuition fee revenue. Clarified and improved operational consistency. <i>Contact: Phil Gougeon (427-5607)</i>
Continue investment in infrastructure renewal. - Increase funding to the Infrastructure Renewal Envelope to help institutions restore buildings as well as to update equipment. This will ensure that Alberta continues to have a first-rate infrastructure supportive of adult learning. Institutions are expected to contribute an amount from internal or non-government sources.	<ul style="list-style-type: none"> The institutions have agreed on a funding model for distributing the envelope funds. Payments to be made for 1998/99 in July 1998. Additional \$20 million earmarked for knowledge network learning resources infrastructure. <i>Contact: Phil Gougeon (427-5607)</i>
Delegate to institutions the responsibility for scheduling apprentices into their formal instruction.	<ul style="list-style-type: none"> Implemented. <i>Contact: Shirley Dul (427-8765)</i>

Objective: Ensure affordability for learners.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Increase financial assistance to accommodate rising costs including tuition.	<ul style="list-style-type: none"> Adjusted loan limits to accommodate changes in tuition. Living allowances and further adjustments for tuition costs to be reviewed in 1998/99. Developed Alberta Opportunities Bursary for implementation September 1998. <p><i>Contact: Fred Hemingway (422-0010)</i></p>
Work with the federal government to improve the delivery and administration of financial assistance by harmonizing Alberta and federal student loan programs.	<ul style="list-style-type: none"> Held preliminary discussions with the federal government. The federal government supports the concept of a harmonized program. Negotiations to begin in 1998/99. <p><i>Contact: Fred Hemingway (422-0010)</i></p>
Continue the development and implementation of a comprehensive strategy for ensuring debt levels are manageable for learners and their families, in cooperation with the federal government.	<ul style="list-style-type: none"> Extended interest relief on provincial loans to 30 months from 18 months. <p><i>Contact: Fred Hemingway (422-0010)</i></p>
Review non-repayable assistance programs to ensure they are addressing the areas of greatest need. - Replace Alberta Educational Opportunity Equalization Grants with loans.	<ul style="list-style-type: none"> Replaced Alberta Educational Opportunity Equalization Grants with loans. Remission will reduce indebtedness of those students with a high financial need. <p><i>Contact: Fred Hemingway (422-0010)</i></p>

Goal: Research Excellence

The system, through its universities, will pursue research excellence to increase access to and development of new knowledge.

Objective: Maintain and enhance basic research excellence at universities.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Continue implementation of the action plan based on the report, <i>fostering excellence</i> - A Policy Framework for Alberta's University Research System.	<ul style="list-style-type: none"> Established the Intellectual Infrastructure Partnership Program to make investments in research infrastructure. Put key performance indicator research data in place. Established a University Research branch. Increased policy discussions and consultation with institutions. <p><i>Contact: Lois Hawkins (427-3663)</i></p>

Objective: Maintain and enhance basic research excellence at universities. (cont.)	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Invest in research infrastructure. - Research Excellence Envelope: Funding will enable universities to attract talented researchers and graduate students in areas of identified strengths.	<ul style="list-style-type: none"> • Awarded \$3.5 million to institutions. • Received accountability reports for prior year from universities. • Assessing program effectiveness. <i>Contact: Lois Hawkins (427-3663)</i>
Work with other departments to develop an Intellectual Infrastructure Partnership initiative that would make investments in research infrastructure through partnerships between government and the private sector.	<ul style="list-style-type: none"> • Implemented. • Made first awards, which totaled \$6.9 million. • 1998/99 competition underway. <i>Contact: Lois Hawkins (427-3663)</i>

Goal: Effectiveness The department will improve its effectiveness.

Objective: Align departmental business and structure to support government direction and department priorities.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Measure ministry performance and publish results.	<ul style="list-style-type: none"> • Continued to develop and refine ministry performance indicators and establish targets. <i>Contact: Lois Hawkins (427-3663)</i>
Review regulations to eliminate those that are unnecessary and improve the quality of those that remain.	<ul style="list-style-type: none"> • Grants, Donations and Loans Regulation: review completed. • Students Finance/Student Loan Regulations, Private Vocational Schools Regulation, Alberta Heritage Scholarship Regulation, Apprenticeship and Industry Training Regulation: consultations completed. Drafting regulations in accordance with the Regulatory Reform Work Plan. <i>Contact: Lois Hawkins (427-3663)</i>

Objective: Align departmental business and structure to support government direction and department priorities.	
Strategies	Status as at March 31, 1998
Participate with other government departments to create a coherent information technology strategy across government.	<ul style="list-style-type: none"> • Year 2000 compliance plan is in place and on target. • Work is underway with the Chief Information Officer (CIO), Public Works, Supply and Services, Education and Health to examine common network needs of stakeholders. • Technical committees of CIO council are preparing common standards to facilitate information sharing. • Staff are working on cross-departmental teams regarding information security and information technology skill shortages. <p>Contact: Lois Hawkins (427-3663)</p>
Implement a structure for information management that supports and enables the ministry to work with stakeholders to address the needs of the adult learning system.	<ul style="list-style-type: none"> • Completed initial development of strategy. Beginning work on next phase. • Began initial phase of information warehouse project. <p>Contact: Lois Hawkins (427-3663)</p>
Support the development of a learning organization.	<ul style="list-style-type: none"> • Established a Learning Account program for all salaried employees to enhance employability. • Implemented an intern program and continued a student work experience program to raise the profile of employment with the department for recent graduates and students of the post-secondary education system. • Continued the implementation of the department's core competencies as the basis for staff development and learning to ensure staff are prepared for current or future challenges. • Established a Learning Organization Project to commence redevelopment of a human resource plan and staff development strategies reflecting a learning organization culture. <p>Contact: John Bergin (422-4493)</p>

Objective: Streamline administration.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Continuously review and improve department processes.	<ul style="list-style-type: none"> • On-going. <i>Contact: All Divisions</i>
Meet 1998/99 budget targets for administration.	<ul style="list-style-type: none"> • Met the 1996/97 to 1998/99 three-year administration spending target reduction. Reduced by 99 full-time equivalent positions and \$4.6 million. <i>Contact: Gerry Waisman (427-5601)</i>

Results Analysis - Advanced Education and Career Development

REPORT OF THE AUDITOR GENERAL ON THE RESULTS OF APPLYING SPECIFIED AUDITING PROCEDURES TO PERFORMANCE MEASURES

To the Members of the Legislative Assembly:

I have performed the following procedures in connection with all measures other than supplemental indicators and the associated discussions of performance. The Department of Advanced Education and Career Development's ("the Department") set of measures are included in the *1997/98 Annual Report of the Ministry of Advanced Education and Career Development* on pages 25 to 62.

1. Information obtained from an independent source, such as Statistics Canada, was agreed with the information supplied by the stated source. Information provided internally was agreed to the reports from the systems used to develop the information.
2. The calculations which converted source information into reported measures were tested.
3. The appropriateness of the description of each measure's methodology was assessed.

As a result of applying the above procedures, I found no exceptions. However, these procedures do not constitute an audit of the set of measures and therefore I express no opinion on the Department's set of measures included in the *1997/98 Annual Report of the Ministry of Advanced Education and Career Development*.

Original Signed by
Peter Valentine, FCA
Auditor General

Edmonton, Alberta

September 4, 1998

Goals and Performance Measures

Accessibility Goal

The system will encourage and support more accessible lifelong learning.

Measures

- The Adult Participation in Learning Indicator is the main indicator presented. It is a measure of Albertans' participation in all types of programs and/or courses and can be compared nationally. The measure is limited in that it is not compiled annually, but the department intends to continue using this indicator because of the ability to compare Alberta's performance with other provinces.
- In measuring accessibility, the degree of participation for all types of adult learning, the trends in credit enrolment and the ability of the post-secondary system to keep pace with demand have been examined.

Discussion of Performance

- After more than a decade of strong increases, there has been a pause in the growth of enrolment at Alberta's post-secondary institutions. Across the rest of Canada enrolment has been falling. Even within Alberta there is significant variation depending on location and program type. For example, enrolment is growing strongly in Calgary, slightly increasing in Edmonton and generally declining in other areas.
- The economy typically has a visible impact on adult learning systems. In some program areas this is an inverse relationship (i.e., a strong economy reduces enrolment). This effect is strongest in academic upgrading and basic skills training and is evidenced in current data where enrolments have fallen significantly.
- In contrast, strong growth in the construction industry generally leads to an increase in apprenticeship training. This year the department registered the highest number of apprentices the province has ever seen.

Strategies

- The system capacity expansion through the original Access Fund will continue until 1999/2000.
- The department developed more flexible training mechanisms to assist Albertans pursuing apprenticeship and industry training.
- The department developed the Alberta Learning Information Service (ALIS), which people can access through the Internet. ALIS provides a wide array of post-secondary education, career planning, and labour market information, as well as links to related websites.

Future Challenges

- A wave of young people is expected to enter the adult learning system soon, joined by adults in the workforce who need lifelong learning to maintain employment. While the Access Fund has succeeded in increasing accessibility, demand for access to relevant and flexible learning opportunities is expected to exceed current system capacity in the near future and already does in high growth areas. The system must continue expanding opportunities and delivery mechanisms, and ensuring access to information and career consulting for adult learners.

Accessibility

Adult Participation in Learning

This indicator shows the extent of adult participation in all types of programs and/or courses. It covers all credit and non-credit learning activities in Alberta, and gives the most global perspective on the degree to which Albertans take advantage of diverse learning opportunities. When comparing the provincial to the national average, the chart indicates Albertans have a high level of commitment to learning.

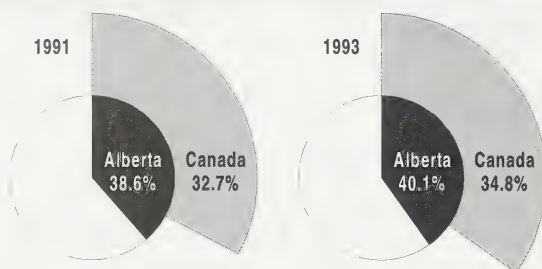
- The indicator measures the rate of adults age 17 and older who reported participating in programs and/or courses in Alberta.
- Alberta ranked first in each of the last two years for which data is available. In 1993, Alberta had a participation rate of 40.1 percent; the rate for Canada was 34.8 percent.

Albertans access adult learning opportunities through the province's extensive network of post-secondary institutions, Community Adult Learning Councils, Career Development Centres, Canada-Alberta Service Centres and other co-located delivery centres as shown in Appendices II, III, and IV.

Supplemental Information

In a 1998 Advanced Education and Career Development survey of 1,616 Albertans, 49.5 percent indicated they had taken some form of education/training in the last twelve months.

Adult Participation in Learning



Source: Adult Education & Training in Alberta: An Analysis of Alberta Data from 1992 & 1994 Statistics Canada Adult Education and Training Survey¹.

¹ Although, the Statistics Canada Adult Education and Training Survey is normally conducted every two years, the 1996 survey was not undertaken as anticipated. Results from the 1998 survey will be presented in the 1998/99 Advanced Education and Career Development Annual Report.

Accessibility - Supplemental Indicators

Career Consulting and Information Services

The department provides extensive career consulting and information services through a service delivery network comprised of Career Development Centres, Canada-Alberta Service Centres, co-located sites (with Alberta Family and Social Services and/or Human Resources Development Canada), and the Career Information Hotline, a toll-free telephone information and referral service. Through these services, individuals requiring assistance to participate in the labour market may access a wide range of training and employment programs.

- Of the 13,492 career counselling clients with action plans, 94 percent demonstrated successful outcomes, such as establishing an employment goal, acquiring additional education/training, and/or actively searching for work.
- The department maintains three websites which are dedicated to providing career consulting and information services and recorded approximately 175,000 user sessions in 1997/98. The Alberta Learning Information Service (ALIS) website recorded approximately 33,000 user sessions in 1997/98, its pilot year. The educational program information (EDINFO) website had approximately 64,000 user sessions and the occupational information (OCCINFO) website had approximately 78,000 user sessions.²
- The Information Development and Marketing unit of the department distributed approximately 667,000 career and labour market information products.³
- In a 1996 survey of group workshop participants, 95 percent reported that the workshop they took was helpful in helping them determine and achieve their employment goals.⁴
- In a 1996 survey of Labour Market Information Centre (LMIC) visitors, 88 percent reported that the LMIC resources were very helpful in assisting them in their career planning and job search activities.⁵

Career Consulting and Information Services

	1996/97	1997/98
Career Counselling Clients	14,926	20,467
Career Counselling Sessions	24,510	31,005
Group Workshop Participants	23,477	17,534
Labour Market Information Centre (LMIC) Visits	143,565	256,184
Career Information Hotline Requests	25,977	24,912

Source: Advanced Education and Career Development: Career Assistance Information System (CAIS).¹

¹ 1996/97 client volume data has been adjusted slightly from previous reports due to changes in data reporting.

² Estimates. Source: website data collection. Figures for ALIS website user sessions include some individuals who also accessed EDINFO and OCCINFO websites during the same session. EDINFO is a comprehensive listing of educational programs offered by Alberta post-secondary institutions and distance learning courses offered in Alberta, Saskatchewan and Manitoba. OCCINFO provides current information regarding the duties, educational requirements, working conditions, salary and opportunities for employment advancement for a broad range of occupations in Alberta.

³ Source: administrative data. The Information Development and Marketing unit develops, markets and distributes career and labour market information to Albertans.

⁴ Group workshop questionnaires were completed by 1,596 randomly selected clients who participated in workshops between January and May 1996. Clients were surveyed as to their satisfaction with the workshop, what they learned during the workshop, and the next steps they would take in their career planning or job search as a result of participating in the workshop.

⁵ Labour Market Information Centres are extensive local libraries of books, magazines, computer software and audio/visual resources which are provided to help Albertans to make informed career choices. LMIC exit questionnaires were distributed to 1,750 randomly selected clients who used LMIC services between January and May 1996. Clients were surveyed on their satisfaction with information received and how the information supported and advanced their career exploration and job search.

Accessibility - Supplemental Indicators

Credit Enrolment

This measure shows the trend in full-load equivalent (FLE)² enrolment in credit programs at post-secondary institutions over the past seven years. Credit enrolment includes learners enrolled in degree, diploma, certificate and other credit offerings.

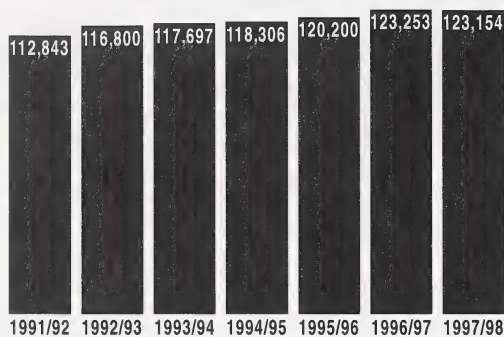
- Between 1991/92 and 1997/98, learner demand increased, and most institutions succeeded in maintaining or increasing their FLE enrolment during this period despite the reduction in department operating grants to institutions beginning in 1994/95 and ending in 1996/97.
- The Access Fund created an additional 10,600 spaces to address current needs. This system capacity expansion through the Access Fund will continue until 1999/2000.
- Between 1993/94 and 1996/97, enrolment grew by 4.7 percent while the Alberta 18-24 population grew by only 0.4 percent.
- System enrolment is estimated to level off in 1997/98 (figures are only estimates as final data are not yet available).
- Enrolment change is highly variable among institutions and among regions. From 1993/94 to 1997/98, enrolment in Calgary grew by 10.6 percent while in Edmonton the growth was 2.1 percent. The six large urban institutions³ grew by 8.8 percent while all other institutions declined by 3.1 percent during the same period. Both the geographic and size groupings contained some individual institutions that grew and others that declined.

¹ 1997/98 data are estimates. Historical data may have been adjusted slightly from previous reports. Further adjustments of enrolment data are anticipated in 1998/99, when the methodology for calculating enrolment is standardized across all post-secondary sectors.

² Full-load equivalent (FLE) enrolment – A unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirements for a full year of study, typically during the fall and winter sessions of the academic calendar (i.e. September through April).

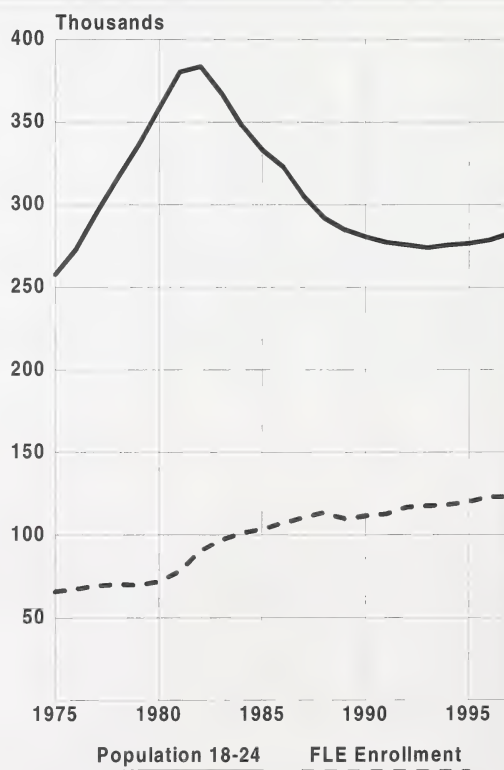
³ The six large urban institutions included in the calculation are: University of Alberta, University of Calgary, Grant MacEwan Community College, Mount Royal College, Northern Alberta Institute of Technology and Southern Alberta Institute of Technology.

Credit Enrolment



Source: Advanced Education and Career Development: Common Information System (CIS).¹

Enrolment and Population - Age 18 to 24



Sources: Statistics Canada: Population Projections; Advanced Education and Career Development: Common Information System (CIS).

Accessibility - Supplemental Indicators

Applications to Post-Secondary Institutions

This indicator shows the number of applicants who were offered admission to programs at post-secondary institutions, as well as the number who attended. Counts of applicants, offers of admission, and related information provide an overview of learners' demand for post-secondary programs.

- In 1997/98, approximately 11 percent of the total applicants across the system submitted two or more applications, generating 22 percent of the total applications.
- Applications that do not result in offers of admission occur for a variety of reasons including: incomplete applications (e.g. failure to include transcripts); applicants who are considered unqualified to succeed in the program; or those who are minimally qualified but not competitive for quota programs. There were 7,070 university applicants in 1997 who were considered to be unqualified. By comparison, in fall 1996, 6,265 applicants to universities were unqualified and in fall 1995, 6,630 were unqualified.
- The number of applicants has been relatively flat since 1995/96. However, the vast majority of qualified applicants was accepted.

Applications to Post-Secondary Institutions

	1994/95	1995/96	1996/97	1997/98
Total Applications	102,762	103,146	100,278	98,860
Number of Individual Applicants	85,409	87,297	87,816	87,017
Offers of Admission	58,525	65,083	66,916	65,983
Number Accepting Offer and Attending	47,640	53,067	54,916	54,437

Source: Alberta Council on Admissions and Transfer (ACAT): Duplicate Application Detection Project, 1994, 1995, 1996 & 1997.

Accessibility - Supplemental Indicators

Participation in Adult Development Programs

These indicators show the number of learners who accessed the basic training programs provided by public institutions, private institutions and community adult learning councils. The department supports a wide variety of adult development programs for Albertans seeking to improve their basic reading and numeracy levels and acquire other basic foundation skills.

- Public and private institutions provide basic foundation skills training that is designed to enable financially disadvantaged adults to achieve independence through employment or to enhance a learner's ability to participate in further academic or vocational training that leads to independence. Certification of these programs by the department allows for access to tuition and living support by learners qualified under the Skills Development Grant program.
- Community adult learning councils offer the Community Adult Learning Program and the Volunteer Tutor Literacy Program, in partnership with the department.

Public Institutions

- This chart shows the full-load equivalent (FLE) enrolment in adult development programs at Alberta's public institutions.
- The decline in full-load equivalent enrolment is due to: an improved economy, where more learners were able to find work without a need for academic or skill upgrading; a decline in the number of clients referred by Family and Social Services; and a preference for courses taken over a shorter period of time.

Appendix VII provides a detailed listing by institution of the programs summarized in this table.

Public Institution Adult Development Program Enrolment

Program	FLE ¹			
	1995/96		1996/97	
Academic Upgrading ²	9,342	(49.0%)	8,824	(52.8%)
Career/Trade Orientation ³	91	(0.5%)	73	(0.4%)
Job Readiness Training ⁴	666	(3.6%)	679	(4.1%)
Adult Basic Education ⁵	672	(3.6%)	469	(2.8%)
Adult Literacy ⁵	216	(1.2%)	274	(1.6%)
English as a Second Language ⁵	2,435	(13.0%)	2,101	(12.6%)
Pre-Employment ⁶	1,429	(7.6%)	1,280	(7.7%)
Skill Upgrading ⁷	3,886	(20.7%)	3,003	(18.0%)
Total	18,737	100.0%	16,704	100.0%

Source: Advanced Education and Career Development: Common Information System (CIS).

Private Institutions

In 1997/98, twenty private providers were certified by the department to offer training through over 30 basic foundation skills programs. 710 individual learners participated in adult development programs through private institutions.

¹ Full-load equivalent (FLE) enrolment – A unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirements for a full year of study, typically during the fall and winter sessions of the academic calendar (i.e. September through April). FLE enrolment includes some preliminary data and includes funding by all sources.

² Academic Upgrading provides academic preparation for college level studies (includes college preparatory, high school equivalent, adult upgrading, qualifying year, pre-technology).

³ Career/Trade Orientation helps learners develop the knowledge required to select an occupation (typically 8-12 weeks duration).

⁴ Job Readiness Training helps develop skills related to finding and holding a job.

⁵ Adult Basic Education, Adult Literacy and English as a Second Language provide training with the goal of enabling or increasing job readiness, or employability.

⁶ Pre-Employment prepares learners for entry into the workplace.

⁷ Skill Upgrading helps learners acquire specific job skills for work in various careers exclusive of the trades.

Community Adult Learning Councils

The Community Adult Learning Program focuses its grant support on human development and community issues courses.

Community Adult Learning Program Participation

Course	Number of Courses		Number of Instructional Hours		Number of Participants	
	1996	1997	1996	1997	1996	1997
Adult Basic Literacy	141	222	9,609	9,923	2,097	2,334
Citizenship, English/ French as a Second Language ¹	369	299	25,921	22,992	7,198	7,152
Vocational/Occupational or Community Issue ²	2,737	3,193	59,453	66,560	52,499	61,455
Total	3,247	3,714	94,983	99,475	61,794	70,941

Source: Advanced Education and Career Development: Community Adult Learning Accountability Reports, 1996 & 1997.³

Volunteer Tutor Literacy Program

The Volunteer Tutor Literacy Program provides trained volunteer tutors from the community to facilitate the increase of adult reading and writing skills to the equivalent of a grade nine level of competence.

- The number of participants in 1997 decreased due to Lakeland College discontinuing its literacy program. Alberta Vocational College – Lac La Biche now provides this service to the region.

Participation in Adult Development Activities - Volunteer Tutor Literacy Program

	1996	1997
Number of Programs	63	70
Number of Instructional Hours	94,732	89,975
Number of Participants	2,837	2,626

Source: Advanced Education and Career Development: Community Adult Learning Accountability Reports, 1996 & 1997.³

¹ Citizenship courses are designed to orient immigrant newcomers to life in Canada. English or French as a Second Language courses are designed to provide basic proficiency in English or French as a second working language.

² Vocational/Occupational courses are part-time courses intended to provide skill training leading to possible employment for people who have not had the advantage of training to earn an income, or for people whose initial training is no longer in demand. Community Issues courses are intended to involve interested adults in a systematic study of community problems.

³ Data based on calendar year.

Responsiveness Goal

The system will increase its responsiveness to the needs of the individual learner and to the social, economic and cultural needs of the province.

Measures

- There are four main indicators for responsiveness: public satisfaction, learner satisfaction, post-secondary graduate outcomes and employer satisfaction.
- An employer satisfaction indicator and a graduate satisfaction indicator have been added this year.

Discussion of Performance

- Graduates of post-secondary institutions and apprenticeship and industry training programs continue to be very successful in getting employment. Higher educational attainment leads to greater labour force participation and employment success.
- Recent participants in the adult learning system are very positive regarding the system's ability to prepare them for the workforce and personal development. Public satisfaction, while not as high, continues to be positive.
- While remaining substantially positive, over the past three years there has been a drop in satisfaction regarding the perceived ability of others to take the education or training they want. The main issues cited relate to affordability: too much debt, not good value, or loans being insufficient for those in need.
- Public and learner satisfaction levels were nearly the same on this issue. Learners regarded their own experiences as very positive, but shared a less positive perception regarding the general accessibility of the adult learning system.
- Employers are satisfied with the post-secondary education system and the apprenticeship and industry training system. This is reflected by their comments on recently hired graduates and certified journeymen.

Strategies

- The Canada-Alberta Labour Market Development Agreement was implemented November 1, 1997, transferring responsibility for labour market programming for Employment Insurance recipients to Advanced Education and Career Development from Human Resources Development Canada.
- The department is piloting *Youth Connections*, an initiative that assists young people who have left high school and do not have the skills and credentials needed to sustain employment.
- Clients who were receiving, or at risk of receiving social assistance, continued to be provided with programs to improve their employability and self-reliance.
- Funding to post-secondary institutions continued to be targeted to encourage and reward performance.
- The department developed an alternate route to trade certification by putting a process in place to recognize the competencies of people who may have skills and experience in a trade but no formal apprenticeship training.
- The four Alberta Vocational Colleges completed the transition to board governance.

Future Challenges

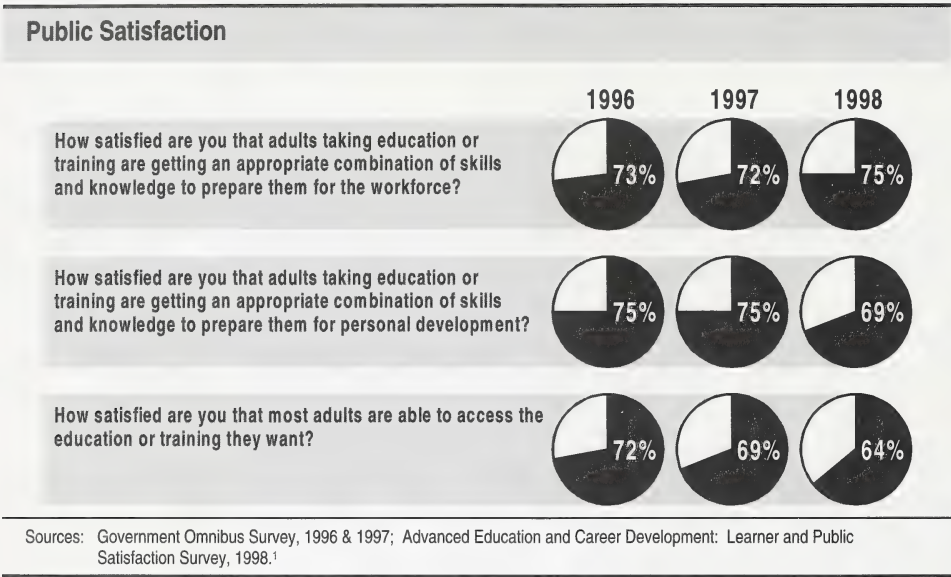
- The population accessing the adult learning system is becoming increasingly diverse. Individuals displaced from their jobs, people already in the workforce, and youth are among those who look to the adult learning system to assist them in developing the knowledge and skills required for employment. The adult learning system will have to be flexible to meet Albertans' wide range of needs in preparing for employment in the future.
- Technological change is one of the key forces transforming the labour market in Alberta and it affects how, where and to whom learning opportunities are offered.
- Alberta's aboriginal youth population is growing more rapidly than its youth population as a whole, and a large proportion of aboriginal students are not completing high school or going on to post-secondary education. The adult learning system will need to respond better to the needs of this population.

Responsiveness

Public Satisfaction

The Public Satisfaction indicator reflects the percentage of all adult Albertans who indicated they were very or somewhat satisfied with the Alberta adult learning system.

- The results are from the 1996 and 1997 Alberta Government Omnibus surveys and a more detailed survey commissioned by the department in 1998. The surveys were used to determine the perception Albertans have of how well the learning system responded to their needs. Three questions remained constant from 1996 to 1998 and the results are reflected in the chart below.



- The 1998 survey asked more in-depth questions to clarify the sources of dissatisfaction. The highest level of dissatisfaction was with the third question, which relates to the ability to access learning. Of those who were dissatisfied, the top three reasons cited were:
 - debt load to be incurred is too high,
 - training costs are more than what is considered worth, and
 - loans to those in need are insufficient.

¹ The Omnibus survey is a random sample telephone survey of 1,000 adult Albertans. The 1998 Public Satisfaction Survey involved a random sample survey of 1,616 Albertans, 800 of whom had participated in education or training in the previous twelve months. Estimates from the 1998 Public Satisfaction survey are considered accurate to plus or minus 4.38 percent for Edmonton and Calgary and 4.00 percent for other areas of the province. For the purpose of the survey, the adult learning system includes – in addition to the publicly- administered institutions – private training providers, employer-sponsored training, and community-based training.

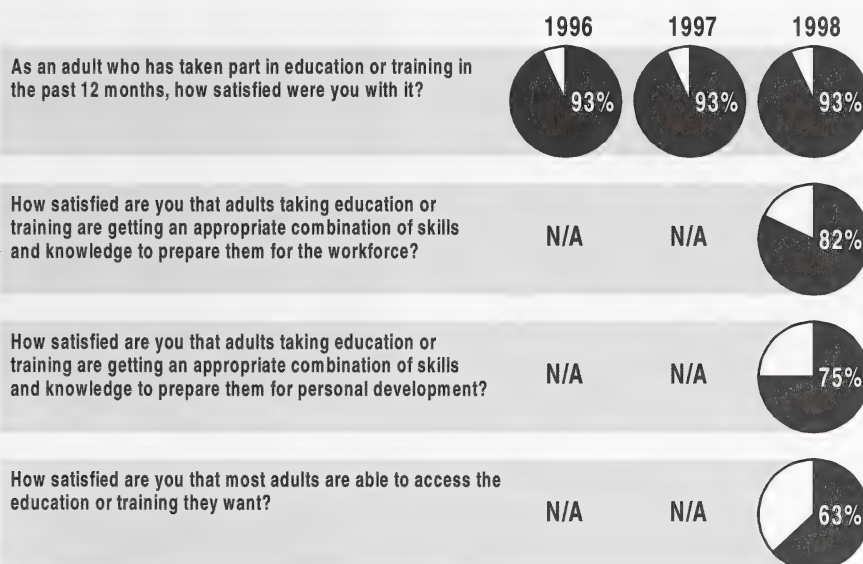
Responsiveness

Learner Satisfaction

The Learner Satisfaction indicator represents the opinions of surveyed Albertans who were satisfied and had taken education or training in the last twelve months.

- The results are from the 1996 and 1997 Alberta Government Omnibus Surveys and a more detailed survey commissioned by the department in 1998. The surveys were used to determine the perception that recent learners have of how well the learning system responded to their needs, as well as their perspective of the responsiveness of the system as a whole. One question remained constant from 1996 to 1998 and three more questions were added in 1998 to capture this broader perspective. The results are reflected in the chart below.

Learner Satisfaction



Sources: Government Omnibus Survey, 1996 & 1997; Advanced Education and Career Development: Learner and Public Satisfaction Survey, 1998.¹

¹ The Omnibus survey is a random sample telephone survey of 1,000 adult Albertans. The 1998 Learner Satisfaction survey involved the 800 respondents from the randomly sampled Public Satisfaction survey, who had participated in education or training in the previous twelve months. Estimates from the 1998 Learner Satisfaction Survey are considered accurate to plus or minus 4.38 percent for Edmonton and Calgary and 4.00 percent for other areas of the province.

Responsiveness

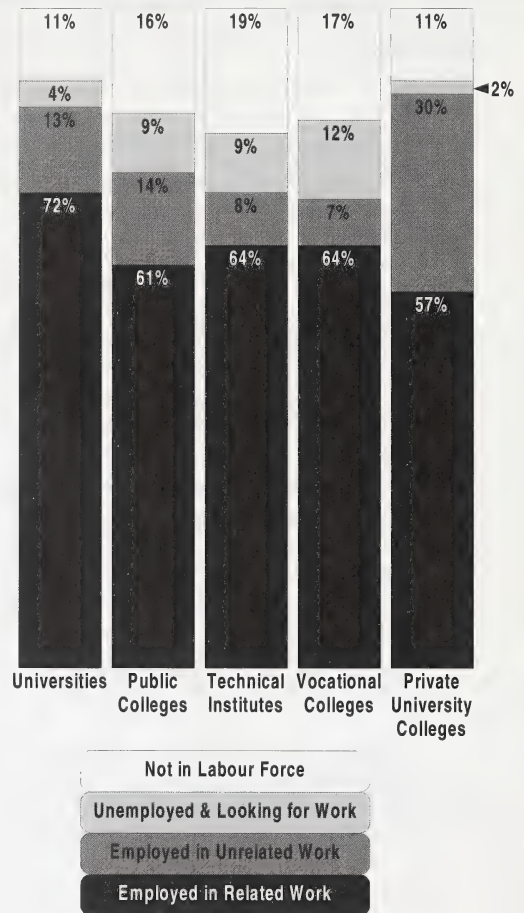
Post-Secondary Graduate Outcomes

This indicator shows the employment status of graduates from public post-secondary institutions at the time of being surveyed. The employment status of post-secondary graduates is an indicator of how well post-secondary programming responds to the needs of Albertans.

This data covers the entire pool of graduates, not just those who were in the labour force at the time of the survey. Some graduates may have elected to proceed on to higher education or may not have been active in the labour force due to health, family or other reasons.

- For universities and private university colleges (except Augustana University College), the graph shows the results of a follow-up survey of 1994 graduates conducted two years after graduation.
- For other sectors (plus Augustana University College), the graph shows the results of a follow-up survey of those students graduating between July 1, 1995 and June 30, 1996. The survey was conducted six to nine months after June 30, 1996.

Post-Secondary Graduate Outcomes



Source: Advanced Education and Career Development: Key Performance Indicators Reporting System (KPIRS).¹

¹ The data is based on graduates of certificate, diploma and degree programs only. Apprentices, who are usually employed throughout their training, are not included.

Responsiveness

Employer Satisfaction

The Employer Satisfaction indicator reflects the percentage of surveyed Alberta employers who indicated they were very or somewhat satisfied with the public post-secondary education system.

- Employers who had hired graduates within the last two years were surveyed to determine how satisfied they are with the academic/technical skills and other employability skills and competencies (e.g. communication skills, teamwork, problem solving) that graduates brought with them to the jobs.

Employer Satisfaction



Source: Advanced Education and Career Development: Employer Satisfaction Survey, 1998.¹

¹ The employer survey was undertaken in January and February 1998. The survey was conducted by telephone and was completed by 861 employers who had hired a total of 1,541 graduates within the previous two years (772 diploma/certificate and 769 degree graduates). Employer Satisfaction Survey estimates are accurate to within plus or minus 3.63 percent, 19 times out of 20.

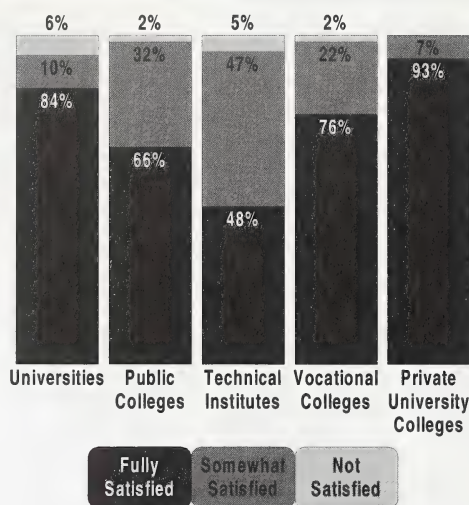
Responsiveness - Supplemental Indicators

Graduating Student Satisfaction

This indicator reflects the level of satisfaction of learners about to graduate from post-secondary institutions in 1995/96 and 1996/97. Although a common set of core survey questions are asked, different types of institutions administer the survey differently so comparability is not as complete as it could be. There is, as of yet, no satisfaction measure of those learners who do not complete their programs.

- University graduates were asked to rate their overall satisfaction with the quality of their university educational experience using these descriptors: very satisfied, satisfied, neither satisfied nor dissatisfied, dissatisfied and very dissatisfied.
- College and technical institute graduates were asked to rate their satisfaction with the overall quality of their post-secondary educational experience using these descriptors: fully satisfied, somewhat satisfied and not at all satisfied.

Graduating Student Satisfaction



Source: Advanced Education and Career Development: Key Performance Indicators Reporting System (KPIRS).¹

¹ The chart uses college and technical institute satisfaction descriptors for the university and private university college sectors. The university and private university college satisfaction descriptors correlate on the chart as follows: "very satisfied" and "satisfied" are represented as "fully satisfied"; "neither satisfied nor dissatisfied", as well as respondents who did not answer the question, are represented as "somewhat satisfied"; and "dissatisfied" and "very dissatisfied" are represented as "not satisfied".

Figures represent percentages of respondents who answered the satisfaction question; "no responses" were factored out. Data is the most recent available for each sector. Universities reported on 1995/96 graduates using a random sample exit survey. All other sectors reported on 1996/97 graduates using an exit survey. 1995/96 numbers were used for Grande Prairie Regional College as 1996/97 numbers are not yet available. The above chart does not include apprentices.

Responsiveness - Supplemental Indicators

Apprentice Satisfaction

The Apprentice Satisfaction indicator reflects the percentage of all graduates from the Alberta apprenticeship training system who were fully or somewhat satisfied with the quality of their on-the-job work experience and with their in-school training.

- The Apprentice Satisfaction indicator represents the opinions of Albertans who completed their training between August 1995 and July 1996. This survey will be undertaken every two years.

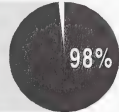
Apprentice Satisfaction

1995/96

Generally, how satisfied were you with the overall quality of your work experience?



Generally, how satisfied were you with the overall quality of your in-school training?



Source: Advanced Education and Career Development: Graduates of Apprenticeship Satisfaction Survey, 1997.¹

¹ Results were based on 1,936 completed telephone surveys. The survey was undertaken in early 1997.

Responsiveness - Supplemental Indicators

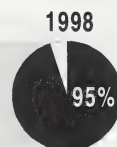
Employer Satisfaction - Apprenticeship Training

This indicator reflects the percentage of employers involved in the Alberta apprenticeship training and trade certification system who were fully satisfied or satisfied with the skills their employees acquired through the system.

- The 1998 study was the first survey designed to measure employer satisfaction. In the future, similar surveys will be conducted every two years.

Employer Satisfaction - Apprenticeship Training

Overall, how satisfied are you with the skills of your certified (principle trade) journeymen?



Source: Advanced Education and Career Development: Employer Satisfaction with Apprenticeship Training and Skilled Tradesman Survey, 1998.¹

¹ The indicator reflects the opinions of 2,560 Alberta employers who responded to the Employer Satisfaction with Apprenticeship Training and Skilled Tradesmen Survey, conducted by telephone in early 1998.

Responsiveness - Supplemental Indicators

Employment Rate of Graduate Journeymen in the Labour Force

This graph shows the percentage of 1995/96 graduates of the Alberta apprenticeship training system who indicated that they were in the labour force at the time of the Graduates of Apprenticeship Satisfaction Survey.

- The labour force includes those individuals who were employed as well as those who were unemployed, but looking for work.
- The graduates were surveyed six to 18 months after graduation. Prior to graduation, apprentices were employed in a related job while training.

Employment Rate of Graduate Journeymen in the Labour Force



Source: Advanced Education and Career Development: Graduates of Apprenticeship Satisfaction Survey, 1997.¹

¹ Results were based on 1,890 completed telephone surveys. The survey was undertaken in early 1997.

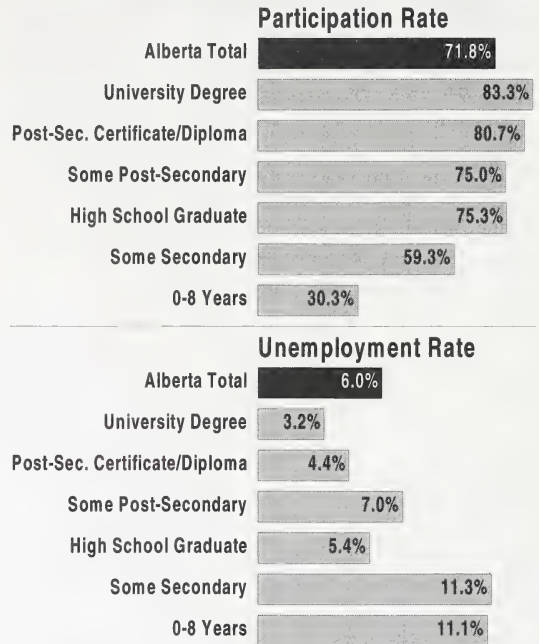
Responsiveness - Supplemental Indicators

Participation Rate and Unemployment Rate of the Labour Force by Educational Attainment

Labour market success can be measured by the degree to which a group's members participate in the labour market. The participation rate measures the proportion of Albertans of working age – 15 years of age and older – who are participating in the labour force (either working or actively seeking work). Of those participating in the labour force, the proportion who are unable to find work is the unemployment rate. Albertans have a strong attachment to the labour market and have been successful in finding and maintaining employment as demonstrated by a high participation rate, coupled with a low unemployment rate.

- In 1997, Albertans with university degrees had the most labour market success with an 83.3 percent participation rate; only 3.2 percent of these participants were unemployed.
- Albertans with post-secondary certificates or diplomas were also successful in the labour market with an 80.7 percent participation rate; only 4.4 percent of these participants were unemployed.
- Albertans with lower levels of educational attainment were less likely to participate in the labour force. Those in the labour force were significantly more likely to be unemployed than those with higher levels of education.
- These statistics indicate a strong relationship between educational attainment and labour market success.

Labour Force Participation Rate and Unemployment Rate by Educational Attainment



Source: Statistics Canada: Labour Force Survey, 1997.

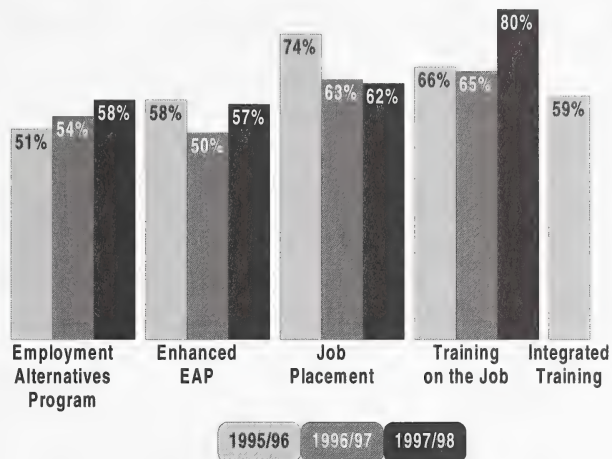
Responsiveness - Supplemental Indicators

Employment Rates - Employment Preparation Programs

The department supports labour market training programs to help unemployed Albertans acquire the skills they need to obtain and keep employment.

- Employment Preparation Programs² are provided by contracted agencies on behalf of the department and are usually less than one year in duration.
- Employment rates are reported by contracted agencies and are based on participants who completed, as well as those who left programs.
- The results achieved with labour market programs each year are related to the types of clients entering the programs and the difficulties they face in obtaining work. For example, in 1996/97, the Enhanced Employment Alternatives Program assisted many Albertans with low literacy levels and long-term dependency on social assistance to make the transition to work. In 1997/98, clients entering training included several Employment Insurance clients with more recent and stronger work histories.

Employment Rates - Employment Preparation Programs



Source: Advanced Education and Career Development: Employment Preparation Training System (EPTS).¹

¹ Figures represent the employment rate at three months after completing or leaving program. Data does not include people who are awaiting the three-month follow-up for the 1997/98 fiscal year.

² Employment Alternatives Program (EAP) provides job-specific skill training, life skills, academic upgrading, on-the-job training and work experience, and job search and placement services for "harder to employ" clients.

Enhanced EAP (EEAP) extends and expands EAP services to a greater number of welfare clients through additional Family and Social Services funding.

Training on the Job helps welfare clients develop job skills through an employer on the work site. Clients become employees and employers are reimbursed for their training.

Job Placement matches job seekers with job providers.

The Integrated Training Pilot provided longer-term welfare clients with integrated skill training needed to move into a job. The pilot ended in 1995/96.

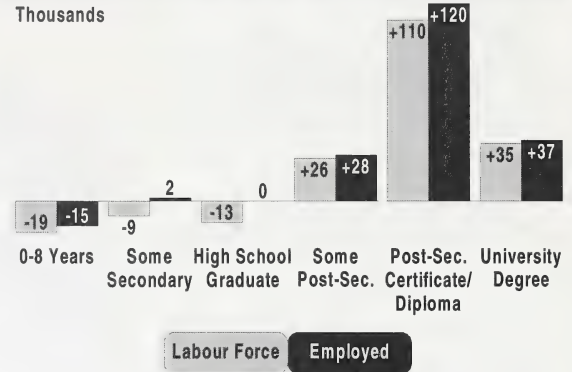
Responsiveness - Supplemental Indicators

Labour Force and Employment Changes by Educational Attainment

The chart shows changes from 1992 to 1997 in Alberta's labour force and employment by educational attainment.

- From 1992 to 1997, the total growth in the labour force was 130,000 or 9.2 percent. The total growth in employment was 172,000 or 13.3 percent.
- Most of the new entrants to the labour market have completed either a university degree or post-secondary certificate or diploma.
- Workers withdrawing from the labour market tend to be concentrated in older age groups with lower educational attainment.
- Albertans with a higher level of education were more likely to obtain employment between 1992 and 1997. Employment increased by 37,000 or 18.2 percent for people with university degrees, and by 120,000 or 32.9 percent for people with post-secondary certificates or diplomas.

Labour Force and Employment Changes by Educational Attainment



Source: Statistics Canada: Labour Force Historical Review, 1997.

Affordability Goal

The system will provide quality learning opportunities to the greatest number of Albertans at a reasonable cost to the learner and the taxpayer.

Measures

- Affordability includes affordability to the taxpayer, as well as to learners and their families. Therefore, a number of indicators are needed to give a full picture of affordability: measures relating to individual learners and institutional/system measures.
- The department has developed an accountability system integrating institutional and departmental performance measures, business plans and annual reports. Detailed guidelines have been provided to institutions for preparation of business plans and annual reports.
- All affordability indicators are updated annually and are generated from department sources. These indicators cannot be compared with other jurisdictions because standard measurements are not being used from province to province.

Discussion of Performance

- The number of learners applying for student loans has leveled off over the past few years.
- There has been a decrease in the number of learners applying for grants as a result of falling enrolments in academic upgrading and basic skills training.
- For those students receiving loans, average debt remains within manageable levels (\$9,669 for students in two-year programs and \$17,030 for those in four-year university programs).
- The number of students eligible for remission continues to rise. This is due in part to the 1994 policy decision to increase the portion of assistance given in the form of loans as opposed to grants. It is also due to the higher costs of tuition now incurred by students.
- The total revenue applied by institutions to credit programming in 1996/97 was modestly lower (1.6 percent) than was the case in 1993/94. During this same period, Advanced Education and Career Development grants fell by \$103 million or 13.2 percent.
- Tuition fee revenues under policy have increased (40.6 percent since 1993/94). On average they remain well under the legislated cap of 30 percent.
- Institutions have broadened their revenue base and increased the revenue they get from sources other than government and student tuition fees by 25.1 percent.

Strategies

- The department continued its plan of focused investment through directional envelopes such as the Access Fund, Learning Enhancement, Research Excellence, Performance, Intellectual Infrastructure Partnership Program and Infrastructure Renewal envelopes. Through these envelopes, the department expended \$121 million in priority areas in 1997/98.
- In 1997/98, the Infrastructure Renewal Envelope expanded to include upgrading and renewal of buildings. With contributions from non-government sources and allocations from annual operations grants, the total funding available for facilities renewal will go a long way toward ensuring Alberta's post-secondary facilities remain in a condition that makes them competitive with any jurisdiction in North America.

- Legislation was introduced to amend the acts governing institutions, ratifying a tuition fee cap limiting tuition revenue for credit programs to 30 percent of an institution's cost of delivering credit programs.
- For learners, loan limits were increased by \$300 per year to accommodate tuition increases.

Future Challenges

- Assistance to learners will require continuous evaluation and adjustment. Ongoing priorities are to keep loan levels in line with rising costs while ensuring debt levels are manageable for graduates.
- The department needs to better communicate the cost and benefits of education. Families and prospective learners need time to prepare financially for this investment in their futures.
- Technological change is one of the key forces transforming the labour market in Alberta and it affects how, where and to whom learning opportunities are offered. Significant costs will be incurred to transform and maintain delivery.
- There is increasing pressure to ensure that all students have access to personal computers – a necessity in today's world. The department is working with partners to examine options for making computers available to learners.
- Demands on post-secondary education are expected to exceed the current level of support by the taxpayer. Innovative alternative means of delivery and new financial arrangements are required to address the expected shortfall.

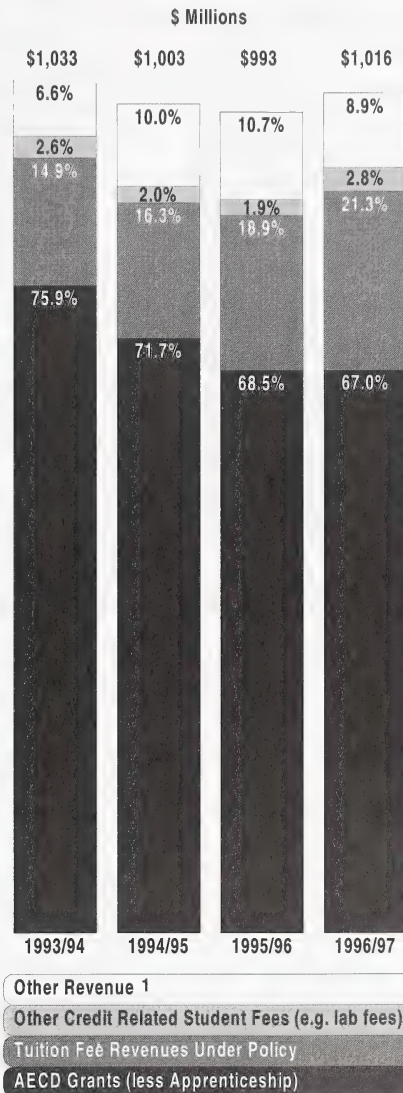
Affordability

Sources of Revenue Used to Fund Credit Programs

This indicator shows progress on the business plan objective of “realigning the responsibility of learners, providers, business and government for the cost of adult learning.” It also shows how the tuition fee policy has been met at public institutions.

- During the period from 1993/94 (the year prior to government funding adjustments to post-secondary institutions) to 1996/97, the percentage of operating grants to public institutions for credit programming declined from 75.9 percent to 67.0 percent.
- At the same time, learners began to pay a larger proportion of their education, with the percentage of tuition revenues to total credit programming revenues increasing from 14.9 percent to 21.3 percent. The tuition fee policy caps the percentage that students will pay of the total cost of credit programs at 30 percent.
- Also during the last four years, public institutions began to increase other sources of revenue with the overall percentage moving from 6.6 percent to 8.9 percent. This “other revenue” consists of sources not including government grants or student fees, such as private gifts, donations, investment income and through income generated from non-credit programs.

Sources of Revenue Used to Fund Credit Programs



Sources: Advanced Education and Career Development: Financial Information Reporting System (FIRS); supplementary correspondence and post-secondary institution business plans.²

¹ Other Revenue is the difference between total credit revenue and the sum of department grants, Tuition Fee Revenue and Other Credit Related Student Fees. Total credit revenue is assumed to equal net operating expense.

² This indicator only includes credit programs at public institutions and does not include Alberta Vocational Colleges. Credit programs are those programs designated by the department that can lead to a degree, diploma or certificate.

Affordability

Average Annual Cost per Learner

This indicator shows the average annual program cost per full-load equivalent (FLE)² learner for credit instruction and excludes all research expenditures.

- Except for the Alberta Vocational Colleges, average annual program costs per FLE have been decreasing each year. Costs for the Alberta Vocational Colleges increased during 1996/97 as the institutions began to prepare for changes required for moving from being provincially-administered institutions to board-governed institutions in 1997.

Average Annual Cost per Learner

<i>Sector</i>	<i>1994/95</i>	<i>1995/96</i>	<i>1996/97</i>
University	\$7,867	\$7,428	\$7,194
Public College	\$8,454	\$8,174	\$7,977
Technical Institute	\$9,064	\$8,332	\$8,063
Alberta Vocational College	\$4,729	\$4,586	\$4,957

Source: Advanced Education and Career Development: Key Performance Indicator Reporting System (KPIRS).¹

¹ Some programs and institutions are not included as data is not currently available. Data from previous years has been adjusted as more information has become available.

² Full-load equivalent (FLE) – A unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirements for a full year of study, typically during the fall and winter sessions of the academic calendar (i.e. September through April.)

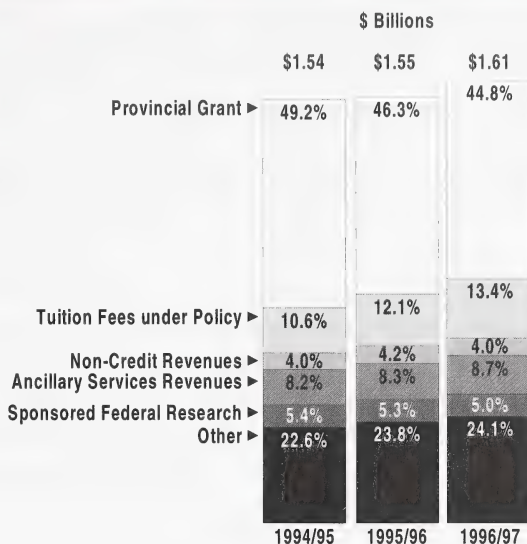
Affordability - Supplemental Indicators

Total Institutional Revenues by Source

This indicator shows the extent to which public institution sources of revenue have changed between 1994/95 and 1996/97.

- Tuition fees under the tuition fee policy², which primarily include all tuition fee revenue for on-campus credit programs, have increased.
- Investment revenues, donations and other gifts also increased.
- Provincial grants, primarily the operations grants through Advanced Education and Career Development, increased in absolute dollars but continued to decline as a share of total revenue.

Total Institutional Revenues by Source



Sources: Advanced Education and Career Development: Financial Information Reporting System (FIRS), 1996/97; 1997/98 institutional submissions.¹

¹ Data are for universities, public colleges, and technical institutes (excluding the Banff Centre and private university colleges). Alberta Vocational Colleges are not included.

² Under the tuition fee policy, tuition fee revenue may not exceed 30 percent of credit program funding.

Affordability - Supplemental Indicators

Cost Per Apprentice

This indicator shows the annual cost per apprentice by both actual headcount attendance and by Full Load Equivalent (FLE) attendance. Costs include those incurred to provide the institutionally-based and publicly-funded formal instruction component of apprenticeship training.

- The average annual length of formal instruction is 8 weeks for a period of apprenticeship compared to an average FLE course load of 30 weeks. This results in each apprentice accounting for approximately 0.25 FLE and the cost per each apprentice attending formal instruction to be three to four times lower than the cost per FLE.
- The apprentice spends approximately 80 percent of each period of apprenticeship training gaining work experience and trade skills on-the-job through his or her employer, and 20 percent of each period taking formal instruction provided by a post-secondary institution.
- The cost of training an apprentice to a completed journeyman in 1996/97 was \$11,389 and in 1995/96 it was \$12,138 with the average length of training consisting of approximately three to four years.
- The number of apprentices attending formal instruction in 1995/96 was 11,461 and in 1996/97 the number was 12,236.

Cost Per Apprentice

	1995/96	1996/97
Cost Per Attendee	\$3,282	\$3,151
Cost Per FLE ¹	\$12,207	\$11,601

Source: Institutional Financial Data: Key Performance Indicators Reporting System (KPIRS); Apprentice Attendance: Skilled Trade Information System (STIS).²

¹ Full-load equivalent (FLE) enrolment – A unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirements for a full year of study, typically during the fall and winter sessions of the academic calendar (i.e. September through April).

² The cost per apprentice calculations for both 1995/96 and 1996/97 exclude costs for the Elevator Constructor, Hairstylist and Sawfiler trades, as formal instruction in these trades is not provided through the Alberta public colleges or technical institutes. The Tool and Die Maker trade has also been excluded from the cost per apprentice calculations, as this trade did not have formal instruction in place during the reporting periods under consideration..

Affordability - Supplemental Indicators

Cost Per Learner - Employment Preparation Programs

This chart reflects the average cost per learner accessing training in employment preparation programs contracted by the department in 1995/96, 1996/97 and 1997/98.

- The department supports labour market training programs to help unemployed Albertans who are receiving, or are at risk of receiving, social assistance. The programs are designed to help participants acquire the skills they need to obtain and keep employment. Programs are provided by contracted agencies on behalf of the department and are usually less than one year in duration.
- Over the past two years, a larger number of clients have entered short-term, low-cost job placement services to return to work. This has resulted in a lower overall cost per learner.
- Employment preparation programs include: the Employment Alternatives Program, the Enhanced Employment Alternatives Program, Training-on-the-Job, and Job Placement. The Integrated Training pilot, which ended in 1995/96, was incorporated into figures for that year.

Employment Preparation Programs

	1995/96	1996/97	1997/98
Total Number of Learners	19,368	24,105	24,289
Average Cost per Learner	\$931	\$777	\$675

Source: Advanced Education and Career Development, Employment Preparation Training System.¹

¹ 1997/98 figures are preliminary data.

Affordability - Supplemental Indicators

Financial Assistance for Post-Secondary Studies

This indicator shows the availability of financial assistance to post-secondary learners. Through Students Finance programs, the department ensures that financial need is not a barrier to post-secondary education.

- The number of post-secondary learners accessing financial assistance has been relatively flat over the past few years.
- The average student award has risen modestly. The department has responded to increased cost pressures, largely attributed to tuition increases, by increasing maximum loan limits.
- These changes correspond to an increase in the average net loan debt of post-secondary graduates. The average net loan debt of all learners graduating from post-secondary programs and receiving student aid in 1997/98 is \$12,523.
- While debt levels have been rising, they are well within manageable limits. Learners are eligible for remission on provincial loans when total provincial and federal debt exceeds established minimum debt limits. In 1997/98, the debt limits were \$20,000 for four-year university undergraduate degrees and \$10,000 for two-year diploma programs at colleges and technical institutes. These debt levels are based on expected salaries of graduates and standard banking methodology for calculating ability to pay.
- In 1997/98, 20,666 post-secondary graduates were eligible for remission.
- Interest relief also allows learners to postpone repayment of their debt in times of economic hardship.

Financial Assistance for Post-Secondary Studies

	1995/96	1996/97	1997/98
Learners Receiving Financial Assistance	44,564	45,929	43,864
Average Award ¹	\$6,009	\$6,208	\$6,383

Source: Advanced Education and Career Development: Students Finance System.

Average Graduate Net Loan Debt

Type of Program	1995/96	1996/97	1997/98
Undergraduate Program (4Yr.)	\$15,518	\$16,348	\$17,030
College/Technical Program (2 Yr.)	\$9,172	\$9,425	\$9,669

Source: Advanced Education and Career Development: Students Finance System.

¹ Post-secondary awards include Canada and provincial student loans, grants and bursaries.

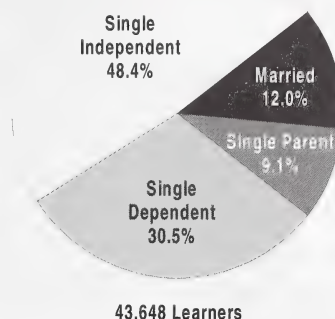
Affordability - Supplemental Indicators

Profile of Post-Secondary Financial Assistance Recipients

The demographic profile of post-secondary learners receiving financial assistance has shifted in recent years.

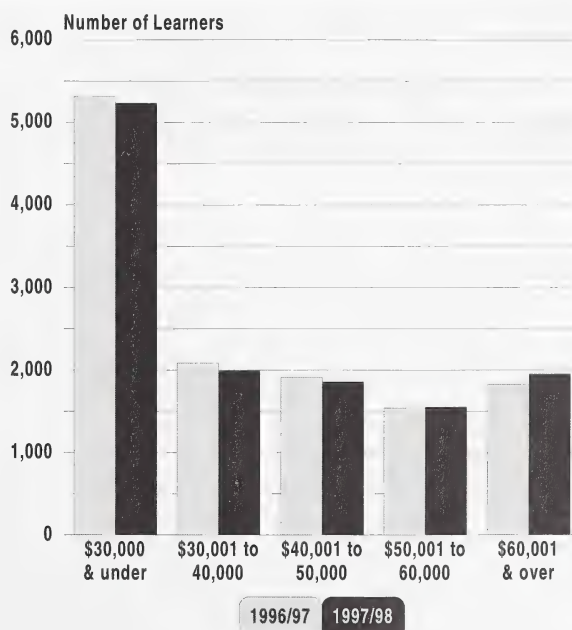
- The majority of student loan recipients are not recent high school graduates whose parents are expected to make a contribution to the cost of their children's education. In 1997/98, approximately 69.5 percent of post-secondary learners receiving financial assistance were more mature learners with greater personal and financial responsibilities.
- The majority of assistance to dependent learners is allocated to those with lower family incomes. Families with larger incomes may qualify for assistance because they have many family members to support and/or because they have a number of children attending a post-secondary institution.
- In 1995, the average two-parent family income in Alberta was approximately \$59,000.

Profile of Post-Secondary Financial Assistance Recipients



Source: Advanced Education and Career Development: Students Finance System, 1998.¹

Post-Secondary Award Distribution to Dependent Learners by Parental Income



Source: Advanced Education and Career Development: Students Finance System.²

¹ Figures exclude approximately 216 learners who were eligible for Canada Student Loans only or for whom a demographic profile was not available.

² Post-secondary awards include Canada and provincial student loans, grants and bursaries.

Research Excellence Goal

The system, through its universities, will pursue research excellence to increase access to and development of new knowledge.

Measures

- University research is a vital part of Alberta's adult learning system. Access to new knowledge and technologies help Alberta maintain a competitive edge in Canada and in the world.
- The Research Excellence indicator has been improved since last year's report to offer a more specific point of comparison between Alberta institutions and their counterparts in other provinces. The indicator now shows how Alberta's institutions rank compared to their peers across the country regarding the level of sponsored research funding received from the federal research granting councils per full-time faculty member.
- The supplemental indicators show the level of contributions to research by source.

Discussion of Performance

- Alberta universities continue to excel in attracting federally-sponsored research grants, as determined by peer-reviewed competitions with their counterparts across Canada.
- Industry demonstrated a strong commitment to innovation and economic growth by increasing its investment in research by approximately 35 percent from 1993/94 to 1995/96.

Strategies

- To assist in attracting quality faculty and research teams the department invested \$3.5 million in the Research Excellence Envelope in 1997/98. The department also implemented the Intellectual Infrastructure Partnership Program to directly assist Alberta universities to upgrade their research infrastructure.

Future Challenges

- The department sees a need to better communicate the importance of research and how it benefits the province culturally, socially and economically.
- Highly qualified scientists and scholars are key to performing research and accessing world-wide knowledge. The challenge for Alberta universities will be to attract and retain talented researchers.

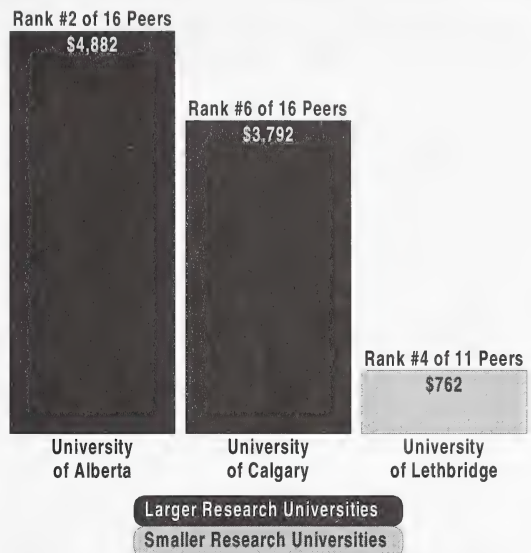
Research Excellence

Granting Council Funding Per Faculty Member

This indicator compares Alberta institutions to their national peers in terms of the level of sponsored research funding from the three federal research granting councils.

- Grants from the federal research granting councils are based on a rigorous peer review of the research record of the submitting faculty member(s), as well as the strength and quality of the proposal.
- In terms of 1996/97 granting council funding per faculty member, the University of Alberta and the University of Calgary rank second and sixth, respectively, among their peer group of sixteen larger research universities. The University of Lethbridge ranks fourth among its eleven peers of comparable size. These rankings demonstrate the significant measure of success of the Alberta universities as compared to their peers across Canada.
- The remaining top five-ranked institutions and corresponding awards in the University of Alberta and University of Calgary peer group are: McGill University (first) with \$5,493 per faculty member; Queen's University (third) with \$4,472 per faculty member; University of British Columbia (fourth) with \$4,432 per faculty member; and, McMaster University (fifth) with \$4,419 per faculty member.
- The remaining top five-ranked institutions and corresponding awards in the University of Lethbridge peer group are: Trent University (first) with \$1,203 per faculty member; Mt. Allison University (second) with \$805 per faculty member; Brock University (third) with \$775 per faculty member; and, St. Mary's University (fifth) with \$643 per faculty member.

Granting Council Funding Per Faculty Member



Source: Advanced Education and Career Development, Key Performance Indicators Reporting System (KPIRS).¹

¹ In past reports, the source for the granting council indicator was the Canadian Association of University Business Officers (CAUBO). This year, the source for the data became the Key Performance Indicators Reporting System (KPIRS) because the department collects KPIRS data and can utilize this databank on a more timely basis than the information from CAUBO. This indicator was developed in conjunction with Alberta universities.

Figures are based on 1994-1997 rolling averages. Certain granting council awards which are included in the CAUBO data, such as those that involve multiple institutions and networks of centres of excellence, are not included in the KPIRS *Granting Council Success Rates* indicator.

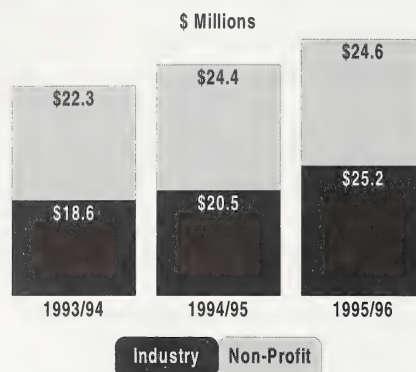
Research Excellence - Supplemental Indicators

Research Sponsored by Industry and Non-Profit Organizations

The level of funding provided to universities for research by the community and the business sector is a valid indicator of the relevance and importance of the university's research effort to the community and business sector.

- The level of funding provided by the community and business sector to Alberta universities continues to grow.
- Industry demonstrated a strong commitment to innovation and economic growth by increasing its investment in research by approximately 35 percent between 1993/94 and 1995/96.

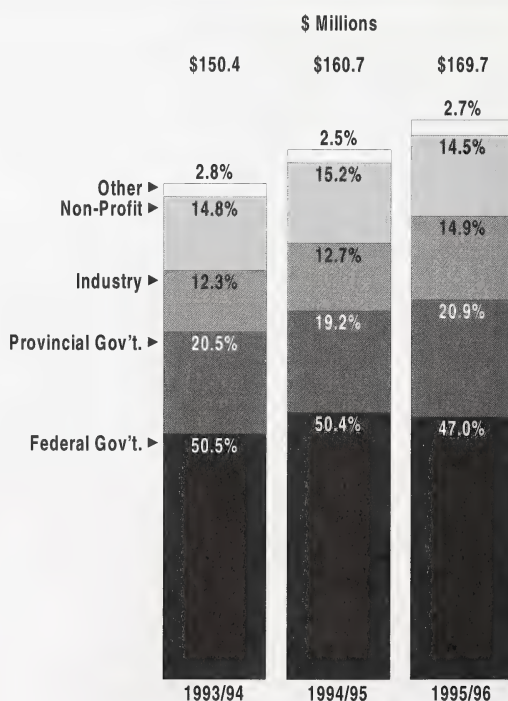
Industry and Non-Profit Organizations Sponsored Research



Source: Advanced Education and Career Development: Sponsored Research at Alberta Universities reports, 1993/94, 1994/95, and 1995/96.

- Overall research funding levels increased approximately 13 percent between 1993/94 and 1995/96. The proportion of funding from industry grew from 12.3 percent to 14.9 percent, while federal and provincial government-sponsored research within Alberta's university system declined from 71 percent to 67.9 percent.

Funders of Sponsored Research



Source: Advanced Education and Career Development: Sponsored Research at Alberta Universities reports, 1993/94, 1994/95 and 1995/96.

Effectiveness Goal

The department will improve its effectiveness.

Measures

- The main measures presented give an indication of the department's efficiency; however, they do not necessarily reflect its effectiveness. The department is planning to consult with stakeholders to determine how to best measure its effectiveness.
- New supplemental indicators reflect satisfaction with the work and services provided by various divisions and branches of the department.

Discussion of Performance

- As in the past, the department continues to manage within budget.
- The department's support services expenditures are less than two percent of total expenditures, meaning virtually all of the department's budget flows to support learners and learning.
- The department met administration cost reductions while maintaining service levels.
- The department has begun measuring service satisfaction in an number of areas. The results have been positive to date, indicating a high level of satisfaction.

Strategies

- The department is reviewing regulations to eliminate those that are unnecessary and to improve the quality of those that remain.
- The department implemented a structure for information management that supports its work with stakeholders in addressing the needs of the adult learning system.
- The department is on track for addressing the year 2000 issue.
- The department established a Learning Organization Project to develop a human resource plan and staff development strategies that promote a learning organization culture.

Future Challenges

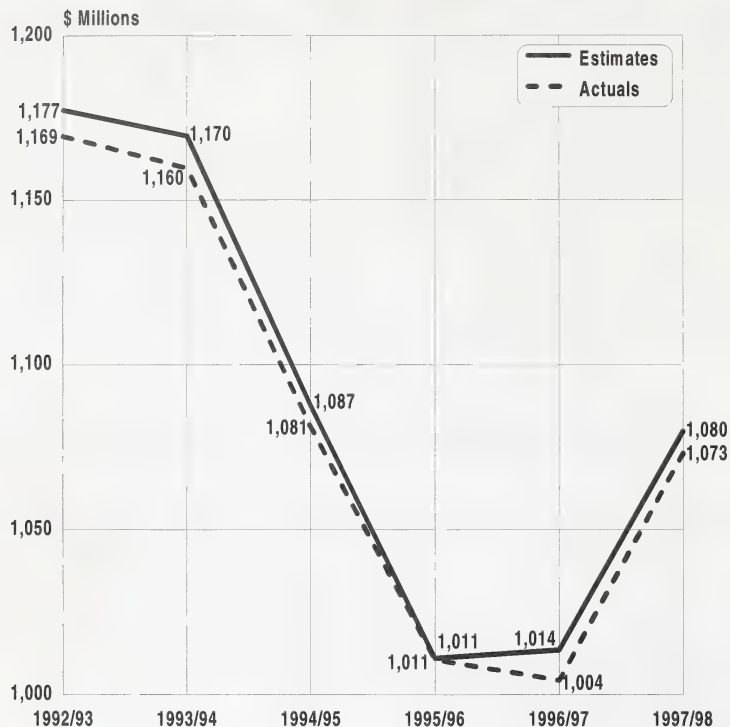
- The department needs to effectively manage its financial and information resources and develop staff through learning initiatives.
- Stakeholders need to be consulted on how to best measure effectiveness.

Effectiveness

Comparison of Net Authorized Estimates to Actual Net Operating Expenses

This indicator shows the comparison of the actual net operating expenses to net voted operating estimates. The department is committed to operating within its authorized budget. In the last six years, the department has consistently met this goal.

Comparison of Net Authorized Estimates to Actual Net Operating Expenses



Sources: Government of Alberta: Public Accounts 1993, 1994, 1995, 1996 and 1997; Advanced Education and Career Development: Audited Financial Statements, 1998.

- Net operating expenses represent the gross operating expenses of the department less dedicated revenues associated with the department's net budgeted initiatives. Further details on these initiatives can be found in the ministry's financial statements located on page 88 of this annual report.

Effectiveness

Program Support as a Percentage of Total Departmental Expenses

This is a new indicator which shows the proportion of total departmental expenses that has been used for program support to adult learning and learners.

- Areas excluded from program support include departmental support services such as the Minister and Deputy Minister's offices, Finance and Administration services, Communications, Human Resources, Information and Policy services, Administrative Systems Support and the Achievement Award program.
- Since this is a new measure, results from 1997/98 are reported as a baseline against which to compare future expenditures. The department has set a target for program support to be greater than 98 percent of total expenses.

Program Support as a Percentage of Total Departmental Expenses



Source: Advanced Education and Career Development: Audited Financial Statements, 1998.

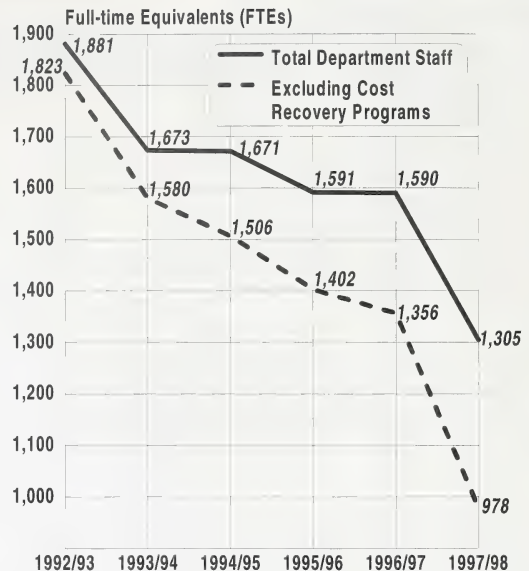
Effectiveness - Supplemental Indicators

Departmental Staff Reduction

This chart shows the reductions in authorized departmental full-time equivalent positions, through the abolishment of positions. The reduction of staff was a five year project, commencing in 1992/93 and ending in 1997/98.

- During 1997/98 the large decrease in staff mostly represented the transferring of responsibility of the four Alberta Vocational Colleges to independent governing boards. This decrease was partially offset by the new Labour Market Development Agreement with the federal government, as federal staff positions were transferred to the department.

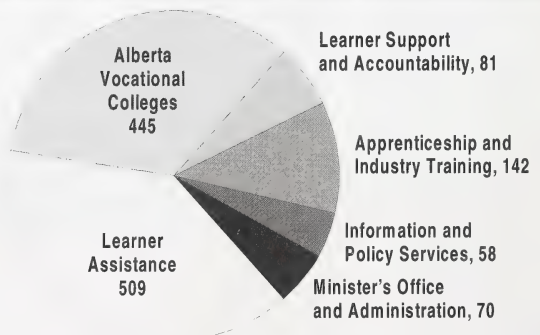
Departmental Staff Reduction



Sources: Total Department Staff: Government estimates; FTE authorization: Advanced Education and Career Development: Management Systems Budget Preparation Reports.

- This chart shows the distribution of departmental staff based on authorized full-time positions for 1997/98.

Advanced Education and Career Development Distribution of Staff



Source: Advanced Education and Career Development: Management Systems Budget Estimates, 1997/98.

Effectiveness - Supplemental Indicators

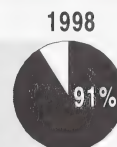
Employer Satisfaction with the Quality of Service of Apprenticeship Staff

This indicator reflects the percentage of employers involved in the Alberta apprenticeship training system who were fully satisfied or satisfied with the quality of service received from apprenticeship staff.

- Data for this indicator will be gathered every two years in concert with other apprenticeship employer satisfaction indicators.

Employer Satisfaction with the Quality of Service of Apprenticeship Staff

Generally, how satisfied are you with the overall quality of service that you receive from Alberta Advanced Education and Career Development's Apprenticeship staff?



Source: Advanced Education and Career Development: Employer Satisfaction with Apprenticeship Training and Skilled Tradesmen Survey, 1998.¹

¹ Results were based on 2,588 completed interviews of Alberta employers who were surveyed in early 1998 for the quality of service indicator.

Effectiveness - Supplemental Indicators

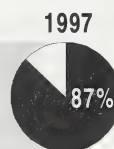
Career Information Hotline Client Satisfaction

The Career Information Hotline is a telephone intervention service that provides clients with information on career development, adult learning and work search.

- In a 1997 survey¹ of Career Information Hotline clients, respondents were asked the degree of satisfaction with each of the following six service attributes of the Hotline: courtesy of staff, convenience of contacting the Hotline, personalized service, staff helpfulness, usefulness of information, as well as the amount of information provided. The proportion of individuals who responded that they were “a lot” or “a fair amount” satisfied ranged from 87 percent to 99 percent for each of the service attributes tested.

Career Information Hotline Client Satisfaction

How satisfied are you with the service provided by the Career Information Hotline staff?



Source: Advanced Education and Career Development: Career Information Hotline Client Survey, 1997.

Information Development and Marketing Customer Satisfaction

The Information Development and Marketing unit of Advanced Education and Career Development produces information material and tools to assist career practitioners to counsel clients about career development, educational planning and work search.

- In a 1997 survey² of career professionals who use the services of Information Development and Marketing, 95 percent indicated that the information was important to them in assisting clients to make career and work decisions.

¹ The Career Information Hotline Client Satisfaction Survey was administered to 342 clients who contacted the Hotline between March and October 1997. The purpose of the survey was to develop a profile of clients, identify client needs, assess satisfaction with the service and evaluate the effectiveness of the information provided by staff.

² The Information Development and Marketing Customer Satisfaction Survey was conducted in 1997 and administered by mail to 1,000 career practitioners throughout Alberta. Figures are based on a sample of 149 respondents.

Overview - Personnel Administration Office

Government's Preferred Future of the Alberta Public Service

The Alberta Public Service is respected for its attitudes, knowledge and skills, its effective management of public policy and its dedication to achieving quality, affordable services for Albertans.

Vision

As the Alberta Government's central Human Resources arm, the vision of the Personnel Administration Office (PAO) is to be the model for corporate public service human resource practices in Canada.

Mission Statement

Our mission is to develop corporate human resource strategies and policy frameworks that enable departments to fulfill their business plan goals and achieve government's preferred future of the Alberta Public Service. Our mission supports all three of government's core businesses of people, prosperity and preservation.

Linkages to Government Core Business

Alberta Government	
Core Businesses	Goal Statements
<p>People ... helping people to be self-reliant, capable and caring through:</p> <ul style="list-style-type: none"> • lifelong learning. • excellent schools, colleges, universities and training institutes. <p>Prosperity ... promoting prosperity for Alberta through:</p> <ul style="list-style-type: none"> • a dynamic environment for growth in business, industry and jobs. • a highly skilled and productive workforce. • an effective government that lives within its means. • new ideas, innovation and research. <p>Preservation ... preserving the Alberta tradition of:</p> <ul style="list-style-type: none"> • strong communities. • pride in Alberta and strength within Canada. • strong values and culture. 	<ul style="list-style-type: none"> • Provide efficient management of government resources. • Improve Albertans' ability to enter the workforce and keep pace with changing skills. • Remove barriers that prevent people from moving easily from job to job or place to place in order to work. • Promote high standards in the workplace in terms of organization, operation, safety systems and health and safety. • Provide more emphasis on education, prevention of illness and injury and promotion of healthy, active lifestyles. • Work with employers and educators to create more opportunities for young people in the workplace. • Reduce the number of regulations and eliminate unnecessary regulations. • Provide regular reports to Albertans on goals, financial resources and performance measures.



Personnel Administration Office	
Core Businesses	Goals
<p>Our core businesses are to develop corporate human resource strategies and policy frameworks for:</p> <ul style="list-style-type: none"> • Benefits; • Classification and Compensation; • Labour Relations; • Occupational Health and Safety; • Workforce Development and Performance Management and • Staffing and Workforce Adjustment. <p>And to provide:</p> <ul style="list-style-type: none"> • Executive Recruitment; • Collective Bargaining; • an Employee Assistance Program and • leadership in Human Resource Information Management. 	<p>Have corporate human resource strategies and policies that are consistent with the government's direction, that assist departments in achieving their business plan goals and achieve the preferred future of the Alberta public service.</p> <p>Provide expert consulting on our core businesses and direct service in the areas of executive recruitment, collective agreement negotiation and employee assistance.</p> <p>Continue to review and update human resource regulations and policy directives to ensure they support the government's Regulatory Reform initiative.</p>

Operational Overview

The Personnel Administration Office (PAO) is the central human resources arm of government. PAO works with departments to develop government-wide human resource strategies and policy frameworks in a variety of human resource functional areas to support departments in achieving their business plan goals. PAO is composed of the following areas:

Corporate Human Resource Policy and Consulting

Develops policies and frameworks and provides expert consulting to ministries in the areas of benefits, classification and compensation, labour relations, occupational health and safety, workforce development and performance management and staffing and workforce adjustment. As well, PAO conducts collective bargaining on behalf of government as the employer and provides an Employee Assistance Program for public service employees.

Client Relations

Plays a key role in ensuring that PAO is client-driven and service oriented by working with departments to understand current and emerging human resource (HR) needs, identify priority areas for action and facilitate the development of solutions.

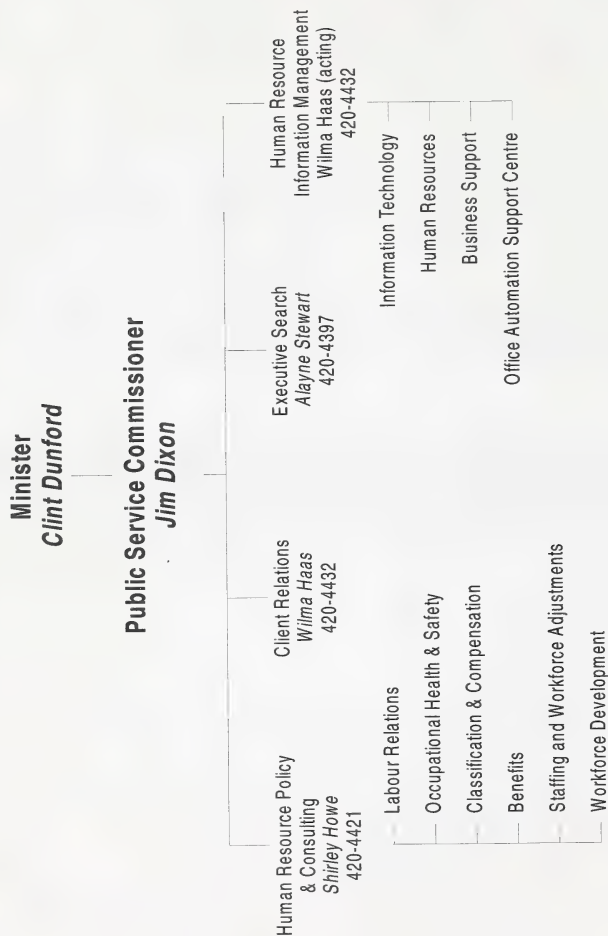
Executive Search

Provides a specialized consulting service in the recruitment of senior officials, deputy ministers, executives and other senior level Alberta public service positions and significant positions with government agencies, boards and commissions.

Information Management

Provides leadership in human resource information for government and provides information management, human resources and administrative services for PAO.

Personnel Administration Office Organization Chart



Key Activities in the Past Year

1997/2000 Business Plan Status as at March 31, 1998

Goal 1: Have corporate human resource strategies and policies that are consistent with the government's direction, that assist departments in achieving their business plan goals and achieve the preferred future of the Alberta public service.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Management rewards strategy developed and approved.	<ul style="list-style-type: none"> • Management rewards strategy designed with department input and consultation. • Management rewards strategy approved by Cabinet and implemented April 1, 1998.
Executive development strategy developed and implemented.	<ul style="list-style-type: none"> • Re-design of Senior and Executive Managers' Development Program commenced by obtaining input from senior and executive managers. • Leadership development needs assessment survey conducted for front line managers/senior professionals. • Designed an assessment service for managers to provide multi-rater feedback on key competency areas.
Corporate learning policy and strategies reviewed and adjusted.	<ul style="list-style-type: none"> • Provided support to departments in implementing the corporate learning strategy.
Flexible benefits program for management and opted out and excluded employees evaluated.	<ul style="list-style-type: none"> • Completed an actuarial valuation on the Long Term Disability plan. • Reviewed premium rates on all plans and implemented revised rates.
Proposed flexible benefits program for bargaining unit employees discussed with the Alberta Union of Provincial Employees (AUPE).	<ul style="list-style-type: none"> • Established a joint committee of union-employer representatives to review and make benefits recommendations by August 31, 1998.
Examine portability options for pensions and benefits.	<ul style="list-style-type: none"> • Discussions with Treasury ongoing.

Goal 1: Have corporate human resource strategies and policies that are consistent with the government's direction, that assist departments in achieving their business plans and achieve the preferred future of the Alberta public service. (cont.)	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Government-wide program to promote early return to work of employees on short and long-term illness leave implemented.	<ul style="list-style-type: none"> • Designed the Employee Support and Recovery Assistance (ESRA) program in partnership with AUPE and with departmental involvement. • Established ESRA coordinators in each department; provided training, briefings, meetings, and full communication strategy to fully prepare departments and inform employees. • Introduced the ESRA program April 1, 1998.
Continue implementation of the cross-government Partnerships in Safety and related programs.	<ul style="list-style-type: none"> • Provided assistance to departments by developing program standards, implementing a quality assurance process, and providing training for health and safety auditors. • Provided support to two worksites in gaining Certificates of Recognition under the Partnerships in Safety program.
In cooperation with stakeholders, develop and use innovative and cost-effective alternate dispute resolution mechanisms.	<ul style="list-style-type: none"> • Project on hold pending the completion of bargaining.
Staffing and re-deployment policies revised to support new public service environment.	<ul style="list-style-type: none"> • Created an intern class and guidelines to facilitate the hiring of new graduates. • Made position abolishment and surplus employee inventories available to departments on-line to facilitate re-deployment of surplus staff.
Identify, with departments, core measures of: <ul style="list-style-type: none"> • Public satisfaction with services provided by Alberta public service employees. • Employee satisfaction. 	<ul style="list-style-type: none"> • Developed core measures in consultation with departments. • Completed surveys and reported results to departments.

Goal 2: Provide expert consulting on our core businesses and direct service in the areas of executive recruitment, collective agreement negotiation and employee assistance.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Negotiate a Cabinet endorsed collective agreement.	<ul style="list-style-type: none"> • Master Agreement signed and ratification process completed or in progress for 7 of 12 subsidiary agreements.
Ongoing recruitment and selection of executives.	<ul style="list-style-type: none"> • Search consulting was provided to a number of departments and significant agencies, boards and commissions in recruitment and selection of executives for senior government positions. • Direct services were provided in 58 competitions.
Manage and administer an employee assistance program.	<ul style="list-style-type: none"> • Provided diagnostic and referral services to 525 employees.
Follow-up on client satisfaction survey results.	<ul style="list-style-type: none"> • Key satisfaction improvement initiatives were implemented. • All areas adopted ongoing client feedback into their practice.
Develop and coordinate process for collecting and disseminating information on innovative human resource trends and practices.	<ul style="list-style-type: none"> • Information and communication for the human resource community was maintained and enhanced through a regular newsletter, seminars and computer-assisted information systems.

Goal 3: Continue review and update of human resource regulations and policy directives to ensure they support the government's Regulatory Reform initiative.	
<i>Strategies</i>	<i>Status as at March 31, 1998</i>
Consult with our clients on revised regulations and policies.	<ul style="list-style-type: none"> • All PAO regulations and H.R. directives were reviewed and updated.
Select and implement online distribution system for human resource regulations and administrative directives.	<ul style="list-style-type: none"> • A new internet site was implemented to make this information easily accessible to clients.

Results Analysis - Personnel Administration Office

REPORT OF THE AUDITOR GENERAL ON THE RESULTS OF APPLYING SPECIFIED AUDITING PROCEDURES TO PERFORMANCE MEASURES

To the Members of the Legislative Assembly:

I have performed the following procedures in connection with all measures other than supplemental indicators and the associated discussions of performance. The Personnel Administration Office's ("PAO") set of measures are included in the *1997/98 Annual Report of the Ministry of Advanced Education and Career Development* on pages 71 to 82.

1. Information obtained from an independent source, such as Statistics Canada, was agreed with the information supplied by the stated source. Information provided internally was agreed to the reports from the systems used to develop the information.
2. The calculations which converted source information into reported measures were tested.
3. The appropriateness of the description of each measure's methodology was assessed.

As a result of applying the above procedures, I found no exceptions. However, these procedures do not constitute an audit of the set of measures and therefore I express no opinion on PAO's set of measures included in the *1997/98 Annual Report of the Ministry of Advanced Education and Career Development*.

Original Signed by
Peter Valentine, FCA
Auditor General

Edmonton, Alberta

September 4, 1998

Goals and Performance Measures

Goal 1

Have corporate human resource strategies that are consistent with the government's direction, that assist departments in achieving their business plans and achieve the preferred future of the Alberta Public Service.

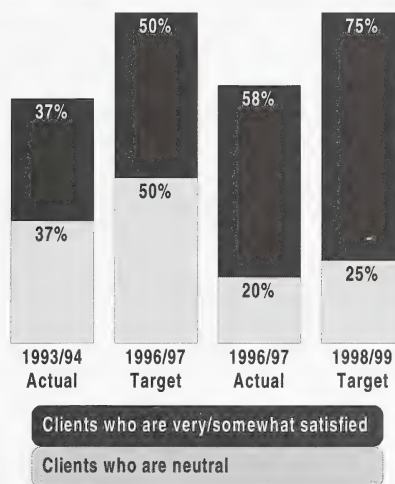
Measure: Client Satisfaction with Human Resource Strategies and Policy Frameworks

Discussion of Performance

PAO conducts a comprehensive survey of client satisfaction every two years. PAO's primary clients are deputy ministers and their executive committees, human resource directors, and human resource staff in government departments. To measure client satisfaction, external agencies conducted telephone and personal interviews with these client groups. Results were averaged to give each group equal weight. The 1994/95 results are derived from a survey conducted by Criterion Research. The Advisory Group conducted the survey in 1996/97.

PAO's role is to provide the corporate human resource frameworks for the government, while the human resource staff in departments deliver the human resource programs and services directly to employees. The most recent survey, conducted in 1996/97, showed improvement in clients' level of satisfaction with the human resource policy frameworks over the previous survey. The percentage of clients who were very or somewhat satisfied increased from 37 percent to 58 percent. The next survey will be conducted in 1998/99.

Client Satisfaction with Human Resource Strategies and Policy Frameworks



Source: Personnel Administration Office: Client Satisfaction Surveys, 1994/95 and 1996/97.¹

¹ 1993/94 actual figures were derived from responses to a group of questions. 1996/97 actual figures were derived from a single question posed to a larger survey universe.

Goal 1

Supplementary Indicators

The following indicators are related to the outcomes and activities of the specific PAO functional areas. Over time they provide information on trends that impact human resource policy frameworks.

Labour Relations Statistics

In 1997/98, the number of grievances that progressed to the fourth level declined slightly over the previous year.

Labour Relations Statistics			
	1995/96	1996/97	1997/98
Number of current year fourth level grievances	51	34	31

Occupational Health and Safety Statistics

Three indicators of the incidence and costs of accidents and injuries for the Alberta Public Service are tracked. The *Lost Time Claims Rate* measures the number of lost time injuries at work relative to the total number of employee hours worked. The *Work Days Lost Rate* measures the number of work days that employees lost due to injury relative to the total hours worked and the *Direct Costs to Government* measures the total cost to government for the WCB premiums and WCB supplements paid. All three indicators have shown significant improvement over the three years.

Occupational Health and Safety Statistics			
	1995/96	1996/97	1997/98
Lost Time Claims Rate	1.87	1.48	1.40
<u>Number of lost time claims x 100 person years</u> employee hours worked			
Work Days Lost Rate ¹	56.79	61.36	52.32
<u>Number of working days lost x 100 person years</u> employee hours worked			
Direct Cost to Government (\$Thousands)	\$7,645	\$6,275	\$5,236
WCB Assessment Premium + WCB Supplement			

¹ Using the methodology for measuring work days lost that is used in *Measuring Up*, in 1997/98 there were 19.02 worked days lost per 10,000 person days worked. In 1996/97 the figure was 22.31 work days lost and in 1995/96, 20.65 work were days lost.

Insurance Plan Claims

The following two tables provide statistics on the cost and usage of employee insurance and benefits plans. A description of the plans accompanies the tables.

Insurance Plan Claims		Costs in \$Thousands		
Plan		1995/96	1996/97	1997/98
Basic Group Life and Accident Insurance	Bargaining Unit			
	Deaths	46	46	35
	Total Benefits Paid	\$2,500	\$3,000	\$2,480
	Management and Excluded			
	Deaths	10	7	7
	Total Benefits Paid	\$1,200	\$777	\$808
Accidental Death and Dismemberment	Bargaining Unit			
	Deaths	3	2	4
	Total Benefits Paid	\$297	\$198	\$412
	Management and Excluded			
	Deaths	1	1	1
	Total Benefits Paid	\$150	\$150	\$150
Dependents' Life Insurance	Bargaining Unit			
	Deaths	46	32	47
	Total Benefits Paid	\$295	\$209	\$296
	Management and Excluded			
	Deaths	4	11	5
	Total Benefits Paid	\$25	\$74	\$45
Retiree Life Insurance	Bargaining Unit	139	141	149
	Management and Excluded	29	34	38
Enhanced Life Insurance	Claims	4	1	3
	Total Benefits Paid	\$641	\$110	\$388

About the plans ...

Basic Group Life and Accident Insurance

A lump sum is paid to the beneficiary on the employee's death. A partial advance payment of the total coverage may be paid to a terminally ill employee. The employer pays two thirds, and the employee pays one third of the premium.

Accidental Death and Dismemberment

This policy provides additional benefits if death was accidental, or if an accident causes loss of use of limbs. The employer pays two thirds, and the employee one third of the premium.

Dependents' Life Insurance

Employee-funded, this benefit is paid to the employee on the death of an insured spouse or child.

Retiree Life Insurance

The bargaining unit plan provides a \$3,000 benefit to the beneficiary on the death of the retired employee. The management and excluded plan provides a \$3,000 benefit to the beneficiary on the death of the retired employee if the employee retired or terminated with 10 to 20 years of service, and \$5,000 with 20 or more years of service.

Enhanced Life Insurance

Employee-funded, this additional coverage is based on a multiple of annual salary and is available to management and non-union employees.

Benefit Plans

Plan		Employer Costs in \$Thousands		
		1995/96	1996/97	1997/98
Extended Medical Benefits and Prescription Drug Plans	Bargaining Unit Extended Medical Benefits Paid	\$7,505	\$7,437	\$6,126
	Management and Excluded Extended Medical Benefits Paid	N/A	N/A	\$1,153
	Management/Non Union Prescription Drug Benefits	N/A	N/A	\$1,859
Travel-Occupational Accident Insurance	Deaths	1	1	0
	Benefits Paid	\$91	\$38	\$0
Dental Plans	Bargaining Unit: Benefits Paid	\$10,992	\$10,136	\$8,970
	Management and Non-Union Benefits Paid	\$4,034	\$3,806	\$4,333
Long-Term Disability Insurance	Benefits Paid	\$16,717	\$17,784	\$19,172
	Number of Employees receiving benefits	1,056	1,079	1,086
	Number of new claims during the year	388	394	304
Employee Funded Leave Program	Fund Value	\$1,800	\$745	\$457

About the plans ...

Extended Medical Benefits and Prescription Drug Plans

The bargaining unit plan provides optional coverage for prescription drugs and other medical services. Employees and the employer each pay 50 percent of the premiums. The *1st choice* plan for managers and non-union employees was implemented in March 1997 and is comprised of two optional plans. One plan provides core or enhanced coverage for extended medical services; the other plan provides core or prescription drug coverage. There is a co-sharing of premiums between the employer and participating employees.

Travel-Occupational Accident Insurance

This plan is employer-funded, and covers wage and a small number of other employees, for accidents causing death or dismemberment which occur at work or when traveling on government business. The principal benefit is equal to four times an employee's salary to a maximum of \$125,000.

Dental Plans

The bargaining unit and core management plans reimburse 80 percent for basic dental services, 50 percent for major services and 50 percent of orthodontic services (within annual limits). An enhanced employee-paid plan under the *1st choice* program for management and non-union employees provides a higher reimbursement level. All plans cover the employee, employee's spouse and eligible children.

Long-Term Disability Insurance (LTDI)

Employees unable to perform their job duties or undertake employment due to their medical condition are provided with benefits equal to 70 percent of their pre-disability salary. Employees capable of returning to work receive rehabilitation and re-employment assistance.

Employee-Funded Leave Program

Employees may regularly set aside a portion of their salaries with a trustee. They will then receive the deferred salary back at a later date while on a leave of absence that could be from four to 12 months in length.

Goal 2

Provide expert consulting on our core businesses and direct services in the areas of executive recruitment, collective agreement negotiation and employee assistance.

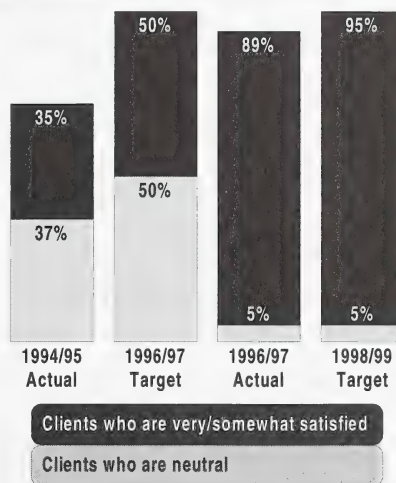
Measure: Client Satisfaction with Working Relationships with the Personnel Administration Office

Discussion of Performance

Part of PAO's mission is to develop corporate human resource strategies and policy frameworks that enable departments to fulfill their business plans. One of the important elements of PAO's client satisfaction survey is to assess the level of client satisfaction with their working relationships with PAO.

- To measure client satisfaction, external agencies conducted telephone and personal interviews with deputy ministers, department executive committee members, human resource directors, and human resource practitioners in government departments. Results were averaged to give each group equal weight. The 1994/95 results are derived from a survey conducted by Criterion Research. The Advisory Group conducted the survey in 1996/97.
- Client satisfaction with working relationships improved from 35 percent in the previous survey to 89 percent in 1996/97. The next survey will be conducted in 1998/99.

Client Satisfaction with Working Relationships with the Personnel Administration Office



Source: Personnel Administration Office: Client Satisfaction Surveys, 1994/95 and 1996/97.¹

¹ 1993/94 actual figures were derived from responses to a group of questions. 1996/97 actual figures were derived from a single question posed to a larger survey universe.

Goal 2 – Supplemental Indicators

Executive Search Statistics

PAO provides a specialized consulting service in the recruitment of senior officials, deputy ministers, executives and other senior level Alberta public service positions and significant positions with government agencies, boards and commissions.

- Activity levels in executive search were up from 24 competitions in 1996/97 to 58 competitions in 1997/98.

In 1997/98 point-of-service client surveys, 99 percent of Executive Search clients were satisfied or very satisfied with the service provided.

Executive Search Statistics			
	1995/96	1996/97	1997/98
Number of Competitions			
Open	21	16	37
Limited to current employees	9	8	21
Positions Staffed			
Senior Official/Deputy Minister	4	4	8
Executive Manager II	6	5	17
Executive Manager I	5	8	24
Other Levels	7	1	3
Other ¹	8	6	6
Total	30	24	58

Collective Bargaining

1997/98 was a collective bargaining year. Agreements were reached for 7 of 12 subsidiary agreements and the Master Agreement.

Employee Assistance Program Statistics

PAO provides an Employee Assistance Program (EAP) which provides diagnostic and referral services for employees on behavioural health issues. In 1997/98, activity was down slightly over the previous year.

Employee Assistance Program Statistics			
	1995/96	1996/97	1997/98
Number of Employees Receiving Diagnostic and Referral Assistance	535	575	525

¹ Includes provincial agencies, boards and commissions.

Goal 3

Continue review and update of human resource regulations and policy directives to ensure that they support the government's Regulatory Reform initiative.

Measure: Client Satisfaction with Regulatory Reform Initiatives

Discussion of Performance

In 1997/98, PAO conducted a comprehensive review of human resource regulations and directives. Extensive consultation was done with users to streamline and simplify documents and procedures.

- The number of human resource directives was reduced from 196 to 106 and the number of regulations from 17 to 5.
- The client satisfaction target for 1998/99 is an aggregate rating of 100percent for those who

agree somewhat or strongly with the stated criteria. To determine client satisfaction with human resource regulatory reform, PAO and Human Resource Directors coordinated a written survey of human resource and payroll staff throughout government in 1996/97 and again in 1997/98. Line managers who use human resource regulations and directives were also surveyed. In total, 226 individuals were surveyed in 1996/97 and 122 were surveyed in 1997/98.

Client Satisfaction with Regulatory Reform

<i>Client's Assessment of the Following:</i>	<i>Agree Somewhat or Strongly</i>	
	<i>1996/97</i>	<i>1997/98</i>
Documents are in plain language	59%	85%
Documents are written to be positive and permissive	58%	81%
Minimum time for administration	39%	66%
Simple procedures and requirements	42%	73%
Minimum central authority	64%	77%
Written for objectives and not process	71%	82%
Aggregate rating of all criteria	56%	77%

Source: Personnel Administration Office: Human Resource Regulatory Review Surveys, 1996/97 and 1997/98.

Goal 3 – Supplemental Indicators

Online Directives

In 1997/98, PAO introduced a new online system to provide easy access to legislation, directives and regulations relating to human resources. Baseline data was collected from users of the previous system to measure the impact of the changes. In both surveys, users were asked if the systems were user friendly and if they were able to find information in a timely fashion.

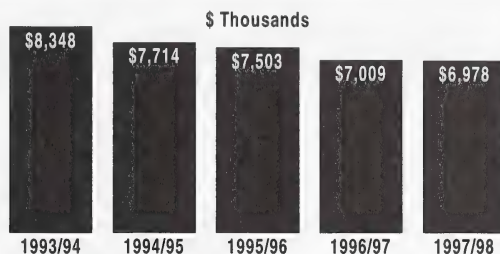
Client Satisfaction with Online Human Resource Directives		
	Agree Somewhat or Strongly	
Client's Assessment of the Following:	1996/97	1997/98
User friendly	22%	78%
Able to find information in a timely fashion	20%	73%

Supplementary Information

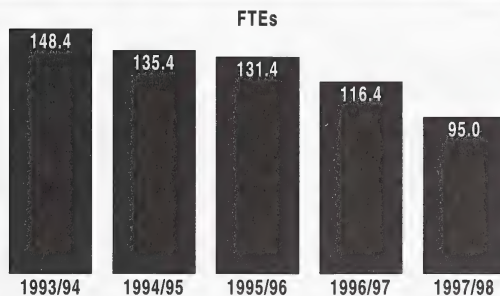
PAO Budget and Staff Levels

Budget figures include operating and capital expenditures, and amortization. Since 1993/94, PAO has reduced spending by 16.4 percent and FTEs by 35.9 percent.

Personnel Administration Office Spending



Full-Time Equivalent Staff (FTEs)



Profile of the Alberta Public Service

Distribution of Staff by Department

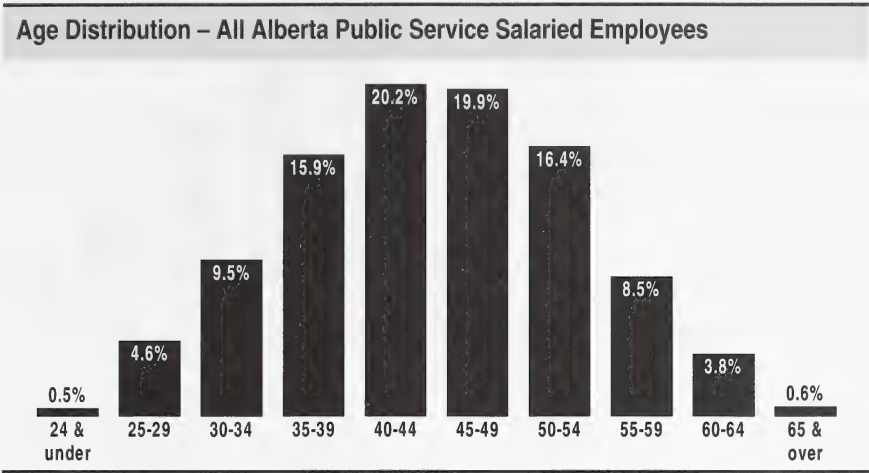
As at March 31, 1998, there were 19,927 salaried¹ employees in the Alberta Public Service. This compares with 21,193 on March 31, 1997.

Distribution of Staff by Department		
<i>Department</i>	<i>FTEs</i>	<i>Proportion of Public Service</i>
Advanced Education and Career Development	782	3.9%
Agriculture, Food and Rural Development	1,274	6.4%
Auditor General	105	0.5%
Community Development	479	2.4%
Economic Development	159	0.8%
Education	486	2.4%
Energy	530	2.7%
Environmental Protection	2,315	11.6%
Executive Council	63	0.3%
Family and Social Services	4,817	24.2%
Health	1,183	5.9%
Intergovernmental and Aboriginal Affairs	88	0.4%
Justice	3,634	18.2%
Labour	373	1.9%
Legislative Assembly	191	1.0%
Municipal Affairs	737	3.7%
Office of the Chief Electoral Officer	7	0.0%
Office of the Ombudsman	16	0.1%
Personnel Administration Office	73	0.4%
Public Affairs Bureau	135	0.7%
Public Works, Supply and Services	1,151	5.8%
Science, Research and Information	13	0.1%
Transportation and Utilities	813	4.1%
Treasury	503	2.5%

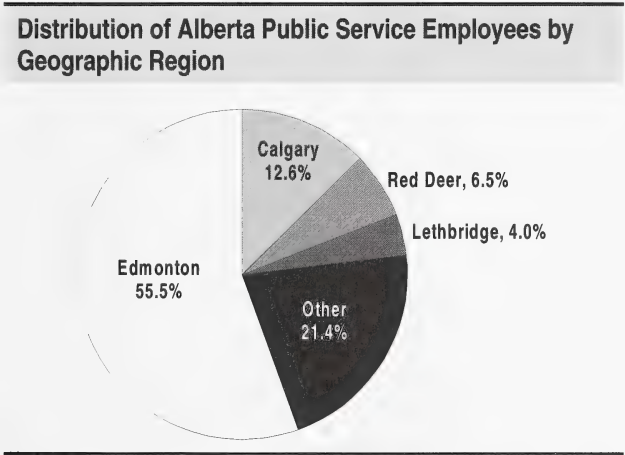
¹ Salaried staff includes permanent, temporary and long-term wage employees.

Age Distribution - All Alberta Public Service Salaried Employees

The average age of public service salaried employees in 1997/98 was 43.



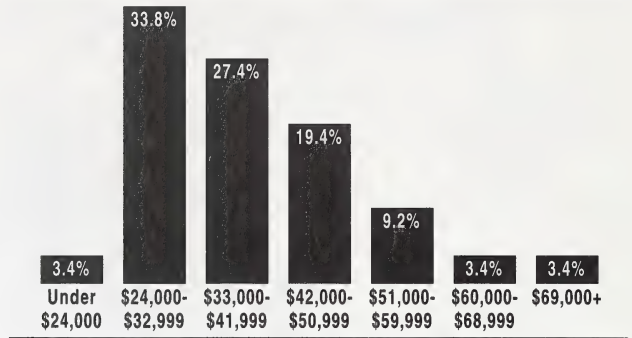
Distribution of Alberta Public Service Salaried Employees by Geographic Region



Salaries

The average annual salary of public service employees in 1997/98 was \$39,398.¹

Public Service Salary Distribution



¹ Based on permanent full-time employees as at March 31, 1998.

Financial Information

Financial Results and Performance

Financial results of the ministry for the year ended March 31, 1998 include the activities of Personnel Administration Office, the Department of Advanced Education and Career Development and the disbursement of Heritage Scholarships from the Alberta Heritage Scholarship Fund. More detailed information can be found in the ministry's financial statements pages 88-157.

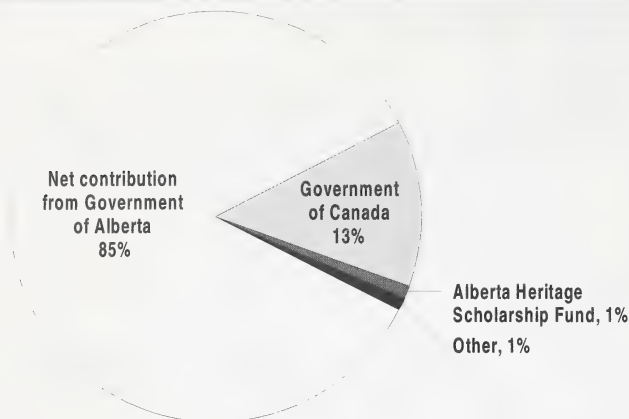
	(In millions)		
	1998		1997
	Budget	Actual	Actual
Revenues			
Net contribution from general revenues	\$ 985	\$ 980	\$ 868
Transfers from Government of Canada	266	152	188
Contribution - Alberta Heritage Scholarship Fund	13	12	12
Other	14	7	16
Total Revenues	<u>\$1,278</u>	<u>\$1,151</u>	<u>\$1,084</u>
Expenses			
Voted:			
Department of Advanced Education and Career Development			
Ministry support services	\$ 11	\$ 14	\$ 12
Support for adult learning	902	922	846
Support for adult learners	272	151	161
	1,185	1,087	1,019
Personnel Administration Office	7	7	-
	1,192	1,094	1,019
Statutory:			
Provision for student loans issued	71	52	55
Alberta Heritage Scholarships	13	12	12
	84	64	67
Other	2	(7)	(2)
	86	57	65
Total Expenses	<u>\$1,278</u>	<u>\$1,151</u>	<u>\$1,084</u>

Source: Ministry of Advanced Education and Career Development Financial Statements for the year ended March 31, 1998.

Revenues

The largest source of revenue for the ministry (\$980 million) came from the provincial government's General Revenue Fund. The federal government provided \$152 million which came primarily through transfer payments to the province. The remaining \$19 million came through a transfer from the Alberta Heritage Scholarship Fund (\$12 million) and the balance (\$7 million) from other sources.

Sources of Revenue - \$1,151 million



Comparison of 1997/98 actuals to 1997/98 budget.

Revenues from the federal government were down \$114 million from budget due to a reduction in federal transfer payments under the Canada Health and Social Transfer program and a delay in the transfer of federal responsibilities to the Ministry under the Labour Market Development Agreement. Other revenues were \$7 million lower than budget primarily due to the Alberta Vocational Colleges' cost recovery initiatives generating less revenues than anticipated. Decreased contributions from provincial general revenues (\$5 million) was required to support ministry expenses as a result of decreased expenses.

Comparison of 1997/98 actuals to 1996/97 actuals.

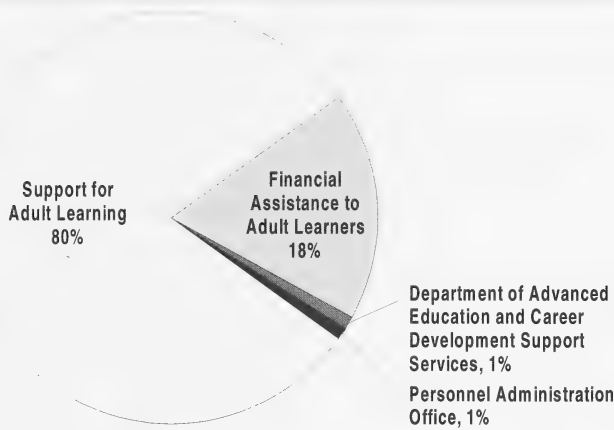
Revenues from the federal government to support ministry activities were down \$36 million (43%) from 1996/97 due to a reduction in federal transfer payments and the implementation of the Labour Market Development Agreement which replaced workforce training. Other revenues decreased by \$9 million due to the operations of the Alberta Vocational Colleges being transferred from the department to the college boards in September 1997.

Expenses

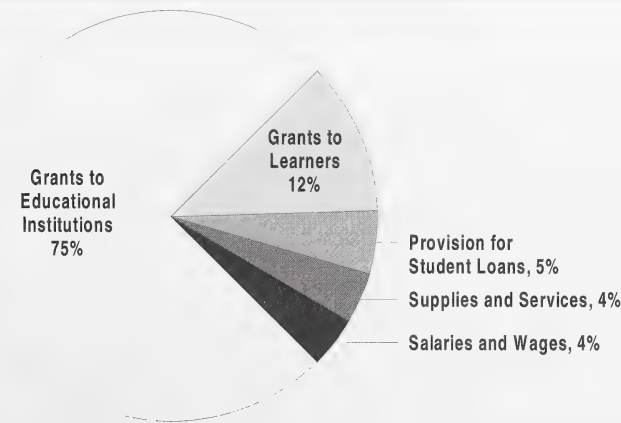
The Department of Advanced Education and Career Development had expenses of \$922 million under the Adult Learning program, which primarily provides assistance through performance funding envelopes and operational grants to higher and further educational institutions. Expenses in support of adult learners amounted to \$208 million and is comprised of assistance under Alberta student loans of \$52 million, Alberta Heritage Scholarships \$12 million, \$84 million in skills development training and \$60 million on other programs to assist learners. One % of total expenses, or \$14 million, was used for departmental support services.

Expenses of \$7 million were incurred by the Personnel Administration Office, which became part of the Ministry on April 1, 1997.

Expenses by Program - \$1,151 million (Program represents services to Albertans)



Expenses by Object - \$1,151 million (Object represents government classification/type of expense)



Comparison of 1997/98 actuals to 1997/98 budget.

Expenses were \$127 million less than the budget because of the following:

- \$3 million increase in Ministry Support Services due to:
 - increased costs of \$2 million in Administrative Systems Support;
 - \$1 million increase due to the Achievement bonus which represents additional funds provided by Supplementary Estimates.
- \$20 million increase in Support for Adult Learning due to:
 - \$26 million increase spending for one time infrastructure renewal needs for post-secondary institutions. This increased expenditure was offset by a Supplementary Estimate of \$20 million and internal reallocation of unexpended funds, e.g. the Intellectual Infrastructure Partnership Program;
 - \$6 million increase to support one time costs associated with Alberta Vocational College governance relating to tuition bridging and financial systems;
 - \$10 million decrease in program support, of which \$8 million represented a decrease in the Intellectual Infrastructure Partnership Program, due to an advancement in program funding for infrastructure renewal in 1997/98;
 - \$2 million decrease in Access Fund utilized to support increased costs for infrastructure renewal and Alberta Vocational Colleges one-time governance costs.
- \$121 million decrease in expenses for Support for Adult Learners. This decrease was comprised of:
 - \$99 million lower than anticipated expenses on the Labour Market Development program due to a delay in the transfer of responsibilities from the federal government to the department;
 - \$22 million lower than anticipated expense on Financial Assistance to students' programs such as Maintenance Grants, Skills Development and Rehabilitation training because learners' demand for these programs was lower than planned.
- \$20 million reduction in the costs associated with the provision for student loans and scholarships issued due to a lower than planned number of learners applying and eligible for loans and scholarships.
- \$9 million net decrease in other expenses as a result of the Ministry assuming negative valuation adjustments previously recorded by Treasury Department. Examples of these adjustments were the changes made in accounting policies. These changes were to comply with government accounting policies and resulted in provisions to vacation pay and amounts repayable from future appropriations.

Comparison of 1997/98 actuals to 1996/97 actuals.

Expenses increased \$67 million from 1996/97. This is a result of:

- \$2 million increase in Departmental Support Services due to computer enhancements.
- \$76 million increase in Support for Adult Learning as a result of:
 - Increase in performance-based funding envelopes:
 - * \$55 million for Infrastructure Renewal
 - * \$9 million for Performance Funding
 - * \$3 million for Research Excellence and Learning Enhancement
 - \$7 million increase for Intellectual Infrastructure;

- \$2 million overall net increase in Support for Adult Learning Program elements over the 1996-97 Actuals.
- \$10 million decrease in Support for Adult Learners and is the result of:
 - \$18 million decrease on financial assistance programs to students as demand was lower than expected due to an improved economy;
 - \$8 million increase as the Labour Market Development Agreement was initiated in 1997-98.
- \$7 million increase in expenses recorded by the Ministry starting April 1, 1997 for Personnel Administration Office. Previously Personnel Administration Office was part of Executive Council.
- \$3 million decrease on provision for student loans issued as a result of fewer students applying for student loans.
- \$5 million decrease in other expense as a result of the Ministry assuming valuation adjustments previously recorded by Treasury Department. Examples of these adjustments were the changes made in accounting policies. These changes were made to comply with government accounting policies and resulted in provisions to vacation pay and amounts repayable from future appropriations.

Performance

A key measure of the Ministry's performance is a comparison of authorized voted gross expenses, as approved by the Legislature, less any budgeted dedicated revenues associated with those expenses compared to actual results. The unexpended amount of \$7.4 million (\$9.2 million, 1996/97), which represents less than 1% of total authorized net voted expenses (excluding dedicated revenue), was returned to general revenues.

(In thousands)				
1998			1997	
Authorized	Actual	Unexpended (Over- expended)	Unexpended (Over- expended)	
Expenses				
Voted				
Department of Advanced Education and Career Development	\$1,198,229 ^(a)	\$1,087,571	\$110,658	\$14,390
Less				
Dedicated Revenue	118,295	14,335	103,960	5,213
	1,079,934	1,073,236	6,698	9,177
Personnel Administration Office	7,566	6,830	736	-
	<u>\$1,087,500</u>	<u>\$1,080,066</u>	<u>\$7,434</u>	<u>\$9,177</u>

(a) Includes \$1,185,405 voted operating expenses plus \$12,000,000 net Supplementary Estimates to fund infrastructure renewal needs. An additional \$824,000 Supplementary Estimate for Advanced Education and Career Development's share of the \$23,900,000 annual achievement bonus award.

(b) Includes \$7,417,000 voted operating expenses plus \$149,000 Supplementary Estimate for Personnel Administration's Office's share of the \$23,900,000 annual achievement bonus award.

**MINISTRY OF
ADVANCED EDUCATION AND
CAREER DEVELOPMENT**

**FINANCIAL STATEMENTS
MARCH 31, 1998**

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Auditor's Report
Statement of Operations
Statement of Changes in Financial Position
Statement of Assets and Liabilities
Notes to the Financial Statements
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Schedule Reference:

1. Budget
2. Revenue
3. Voted Expenses by Program Detail
4. Voted Expenses by Object Detail
5. Funding Provided to Post-Secondary Institutions
6. Statement of Alberta Heritage Scholarship Fund Expenses
7. Purchase of Capital Assets
8. Non-budgetary Disbursements by Program
9. Liability for Student Loans Issued
10. Dedicated Revenue Initiatives
11. Salaries and Benefits Disclosure

AUDITOR'S REPORT

To the Members of the Legislative Assembly

I have audited the statement of assets and liabilities of the Ministry of Advanced Education and Career Development as at March 31, 1998 and the statements of operations and changes in financial position for the year then ended. These financial statements are the responsibility of the management of the Ministry. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Ministry is required to follow the corporate government accounting and reporting practices as disclosed in Note 3. These accounting policies have been established by Alberta Treasury and are consistent across ministries. With certain exceptions, the basis of accounting is in accordance with generally accepted accounting principles. My reservation of opinion in this auditor's report identifies the exceptions from generally accepted accounting principles that arise from following the accounting policies established by Alberta Treasury.

The following accounting policies are exceptions from generally accepted accounting principles:

Reporting entity

Generally accepted accounting principles require the consolidation of organizations that together constitute a single economic unit. In the public sector, consolidated financial statements should aggregate the financial statements of organizations comprising a reporting entity. A reporting entity is defined as comprising the organizations that are accountable for the administration of their financial affairs and resources to a minister, and are owned or controlled by the government. In my opinion all of the organizations referred to in Note 3(a) meet the criteria for inclusion in the reporting entity and accordingly, the results of operations and net assets of these organizations should be included in these financial statements. However, the Ministry has not consolidated universities, public colleges, technical institutes, vocational colleges and the Banff Centre although they are primarily dependent on government support for their continued existence. The effects on the financial statements of consolidating public universities, colleges and technical institutes are known to be material.

Related party transactions

All of the organizations listed in Note 3(a) are related parties of the Ministry. Under generally accepted accounting principles, the relationship between the Minister and the organizations listed in Note 3(a) must be described along with the transactions between the Minister and these organizations. Note 10 has not disclosed funding provided to these organizations amounting to \$858 million.

Pension obligations

Obligations to pension plans for current and former employees of the Department of Advanced Education and Career Development have not been recognized as a liability in the accompanying statement of assets and liabilities and consequently the annual change in the liability has not been recognized in the statement of operations. In my view, on a basis of allocation similar to that used for Provincial agencies, an amount of approximately \$3.5 million due to pension plans at March 31, 1998, in the Department's capacity as employer, and which is reflected in the financial statements of the Department of Treasury, should be recognized as a liability in these financial statements. The effect of not recognizing the annual change in the liability is to overstate the Ministry's expenses for the year ended March 31, 1998, by \$2.9 million.

Long-term disability benefits

Unfunded accrued long-term disability benefits have not been recognized as a liability in the accompanying statement of assets and liabilities and related expenses have not been recognized in the statement of operations. During the year ended March 31, 1998, the liability for the benefits for all departments, which was recorded in the financial statements of the Department of Treasury, was fully funded. However, unfunded benefits for all departments that were recorded in the financial statements of the two Long-term Disability Benefit Funds have not been allocated. In my view, the Ministry's liabilities at March 31, 1998 are understated by approximately \$181,000 and expenses for the year ended March 31, 1998 are understated by approximately \$600,000.

Excluded direct costs

Accommodation amounting to \$9.5 million and certain other administration costs incurred in the operation of the Ministry have not been included in expenses. These costs are recorded by the ministries that paid the expenses on behalf of the Ministry of Advanced Education and Career Development.

Valuation adjustments

The Ministry issues living allowance benefits prior to the period in which they are due to recipients. In order to facilitate this, the Ministry received an advance on the 1999 appropriation in March 1998 from Alberta Treasury. The amount of the advance issued in March that represents the actual living allowance benefits for April has not been recorded in the accompanying statement of assets and liabilities and has instead been recorded as a valuation adjustment expense and included as part of contribution from general revenues on the statement of operations. This departure from generally accepted accounting principles has the effect of understating assets and liabilities and overstating valuation expenses and the contribution from general revenues by \$9.2 million.

In my opinion, because of the effects of the matters discussed in the preceding section, these financial statements do not present fairly the financial position of the Ministry as at March 31, 1998 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.

Original Signed by
Peter Valentine, FCA
Auditor General

Edmonton, Alberta

May 22, 1998

MINISTRY OF ADVANCED EDUCATION AND CAREER DEVELOPMENT

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 1998

(In thousands)

	<u>1998</u>		<u>1997</u>
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
	(Schedule 1)		(Note 15)
Revenues (Schedules 2 and 10):			
Transfers from the Government of Canada	\$ 266,028	\$ 152,040	\$ 188,343
Fees, permits and licences	1,430	1,314	821
Other revenue	<u>12,658</u>	<u>5,830</u>	<u>14,866</u>
	280,116	159,184	204,030
Contribution - Alberta Heritage Scholarship Fund	<u>12,712</u>	<u>11,938</u>	<u>12,081</u>
	<u>292,828</u>	<u>171,122</u>	<u>216,111</u>
Expenses			
Voted (Schedules 3, 4 and 10):			
Department of Advanced Education and Career Development			
Ministry support services	11,338	14,118	11,810
Support for adult learning	902,165	922,342	845,595
Support for adult learners	<u>271,902</u>	<u>151,111</u>	<u>161,552</u>
	1,185,405	1,087,571	1,018,957
Personnel Administration Office [Note 4 (a)]	<u>7,417</u>	<u>6,830</u>	<u>-</u>
	<u>1,192,822</u>	<u>1,094,401</u>	<u>1,018,957</u>
Statutory:			
Provision for student loans issued	71,200	51,555	55,708
Alberta Heritage Scholarships (Schedule 6)	<u>12,712</u>	<u>11,938</u>	<u>12,081</u>
	<u>83,912</u>	<u>63,493</u>	<u>67,789</u>
Valuation adjustments:			
Amounts repayable from future appropriations	-	(3,311)	(970)
Provision for vacation pay	-	(3,639)	(1,228)
Provision for doubtful accounts	<u>10</u>	<u>-</u>	<u>(10)</u>
	<u>10</u>	<u>(6,950)</u>	<u>(2,208)</u>
Loss (Gain) on disposal of capital assets	<u>864</u>	<u>495</u>	<u>(1)</u>
	<u>1,277,608</u>	<u>1,151,439</u>	<u>1,084,537</u>
Net operating results	(984,780)	(980,317)	(868,426)
Net contribution from General Revenues (Note 5)	<u>984,780</u>	<u>980,317</u>	<u>868,426</u>
Net Gain	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes and schedules are part of these financial statements.

MINISTRY OF ADVANCED EDUCATION AND CAREER DEVELOPMENT
STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED MARCH 31, 1998

(In thousands)

	<u>1998</u>	<u>1997</u>
	<u>Actual</u>	<u>Actual</u>
		(Note 15)
Operating transactions:		
Net operating results	\$ (980,317)	\$ (868,426)
Non-cash items included in net operating results:		
Amortization of capital assets	1,298	1,074
(Gain) Loss on disposal of capital assets [Note 4 (b)]	495	(1)
Provision for doubtful accounts	-	(10)
Provision for student loans issued	51,555	55,708
	<u>(926,969)</u>	<u>(811,655)</u>
Non-budgetary disbursements on student loans (Schedule 8)	(58,047)	(51,956)
Recoveries on defaulted student loans	(159)	3,368
Decrease in accounts receivable	11,650	1,163
Decrease in due from Alberta Heritage Scholarship Fund	4	22
Increase in advances to Long Term Disability Benefit Funds	(4,450)	-
Increase in accounts payable	8,076	12,935
Net cash used for operating transactions	(969,895)	(846,123)
Net contribution from general revenues	980,317	868,426
Cash provided by operating transactions	<u>10,422</u>	<u>22,303</u>
Investing transactions:		
Purchase of capital assets (Schedule 7)	(629)	(1,005)
Net capital assets transferred from Ministry of Executive Council [Note 4 (a)]	(2,178)	-
Proceeds from disposal of capital assets	-	1
Cash used for investing transactions	<u>(2,807)</u>	<u>(1,004)</u>
Net cash provided	7,615	21,299
Due from general revenues and cash, beginning of year	<u>164,930</u>	<u>143,631</u>
Due from general revenues and cash, end of year	<u>\$ 172,545</u>	<u>\$ 164,930</u>
Due from general revenues and cash represented by:		
Due from general revenues	\$ 172,284	\$ 164,622
Cash	261	308
	<u>\$ 172,545</u>	<u>\$ 164,930</u>

The accompanying notes and schedules are part of these financial statements.

MINISTRY OF ADVANCED EDUCATION AND CAREER DEVELOPMENT

STATEMENT OF ASSETS AND LIABILITIES

AS AT MARCH 31, 1998

(In thousands)

	<u>1998</u>	<u>1997</u> (Note 15)
Assets:		
Financial assets:		
Cash	\$ 261	\$ 308
Accounts receivable (Note 6)	7,263	18,913
Due from general revenues	172,284	164,622
Due from Alberta Heritage Scholarship Fund	106	110
Advances to Long Term Disability Benefit Funds (Note 11)	4,450	-
Capital assets (Note 7)	<u>4,099</u>	<u>3,085</u>
	<u>\$ 188,463</u>	<u>\$ 187,038</u>
Liabilities:		
Accounts payable (Note 8)	\$ 42,663	\$ 34,587
Liability for student loans issued (Schedule 9)	<u>145,800</u>	<u>152,451</u>
	<u>\$ 188,463</u>	<u>\$ 187,038</u>

The accompanying notes and schedules are part of these financial statements.

MINISTRY OF ADVANCED EDUCATION AND CAREER DEVELOPMENT

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 1998

Note 1 Authority

The Minister of Advanced Education and Career Development has been designated as responsible for certain Acts by the Government Organization Act and its regulations. To fulfill these responsibilities, the Minister administers the Personnel Administration Office and the Department of Advanced Education and Career Development, which also operate under the authority of the Government Organization Act, Statutes of Alberta.

Note 2 Purpose

The purpose of the Ministry of Advanced Education and Career Development is to lead and work with other partners to set new directions for adult learning and to provide Albertans with an accessible, responsive and affordable system of quality adult learning that is accountable for results. The Personnel Administration Office develops corporate human resource strategies and policy frameworks that enable departments to fulfill their business plans and achieve the Government of Alberta's ("the Government's") preferred future of the Alberta Public Service.

Note 3 Summary of Significant Accounting Policies and Reporting Practices

These financial statements are prepared in accordance with the following accounting policies that have been established by the Government for all ministries. The recommendations of the Public Sector Accounting and Auditing Board of the Canadian Institute of Chartered Accountants are the primary source for the disclosed basis of accounting. Recommendations of the Accounting Standards Board of the Canadian Institute of Chartered Accountants, other authoritative pronouncements, accounting literature, and published financial statements relating to either the public sector or analogous situations in the private sector are used to supplement the recommendations of the Public Sector Accounting and Auditing Board where it is considered appropriate.

(a) Reporting entity

The reporting entity is the Ministry of Advanced Education and Career Development, for which the Minister of Advanced Education and Career Development is accountable. This entity consists of the activities of the Personnel Administration Office and the Department of Advanced Education and Career Development, which includes provision of scholarships to eligible students from the Alberta Scholarship Fund by the Students Finance Board and, up to August 31, 1997, the operations of the four provincially administered Alberta Vocational Colleges.

The universities, technical institutes, public colleges, and vocational colleges, which are accountable organizations to the Minister, and the Banff Centre are not consolidated in these financial statements. These entities are reported in the statements to the extent of contributions from the Ministry under programs to cover the operations of the entities. Further details on the financial activities of the universities, technical institutes and public colleges can be found in the Ministry's 1997-98 Annual Report.

All departments of the Government operate within the General Revenue Fund (the Fund). The Fund is administered by the Provincial Treasurer. All revenues collected by the departments are deposited into the Fund and all disbursements made by the departments are paid from the Fund.

(b) Basis of financial reporting

Revenues

All revenues are reported using the accrual method of accounting. Cash received for which goods or services have not been provided by year end is recorded as unearned revenue.

Dedicated Revenue

Dedicated revenue initiatives provide a basis for authorizing spending. Dedicated revenues are shown as credits or recoveries in the details of the Government Estimates for a supply vote. If actual dedicated revenues are less than budget and total voted expenses are not reduced by an amount sufficient to cover the deficiency in dedicated revenues, the following year's expense budget is reduced. Conversely, if actual dedicated revenues exceed budget, the Ministry may, with the approval of Treasury Board, use the excess revenue to fund additional expenses on the program. Schedule 10 discloses information about the Ministry's dedicated revenue initiatives.

Contribution - Alberta Heritage Scholarship Fund

Funds required by the Students Finance Board to pay for Alberta Heritage Scholarships are provided by the Provincial Treasurer from the Alberta Heritage Scholarship Fund.

Expenses

Expenses represent the costs of resources consumed during the year on the Ministry's operations and include amortization of capital assets.

Obligations under guarantees, remission of student loans, risk premiums and the estimated future interest costs on student loans are expensed as management determines that the Province will likely be called upon to make payment. This expense represents management's estimate of future payments less recoveries from defaulted student loans.

Pension costs included in these statements comprise the cost of employer contributions for the current service of employees during the year and additional employer contributions for employees' service relating to prior years.

Certain expenses, primarily for office space, legal advice, and banking services, incurred on behalf of the Ministry by other Ministries are not reflected in the Statement of Operations.

Valuation Adjustments

Valuation adjustments include changes in the valuation allowances used to reflect financial assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of amounts to be repaid to general revenues from future years voted appropriations.

Assets

Financial assets of the Ministry are limited to financial claims, such as advances to and receivables from other organizations, employees and other individuals. The fair values of the financial assets are estimated to approximate their book values.

Capital assets of the Ministry are recorded at historical costs and amortized on a straight line basis over the estimated useful lives of the assets. All land is capitalized. The threshold for capitalizing new computer system development is \$100,000 and the threshold for all other capital assets is \$15,000. Capital assets are restricted to those acquired for cash or exchanged for other assets.

Due from general revenues is the difference at fiscal year end between the value of assets held by the Ministry and its liabilities.

Liabilities

Liabilities include all financial claims payable by the Ministry at fiscal year end. They include the Ministry's obligations for future payments under the Student Loans Act for guarantees, remissions, risk premiums, interest and carrying charges. Long term disability benefits and certain pension benefits are reflected in the financial statements of Treasury Department on behalf of all departments.

The fair values of payables are estimated to approximate their book values. The fair value of the liability for student loans issued has not been determined as there is no established financial market for this type of liability and it is not cost effective to estimate the fair value with sufficient reliability.

(c) Change in accounting policy

Effective April 1, 1996, valuation adjustments for vacation pay and doubtful accounts that were previously reported in the financial statements of Treasury Department on behalf of the Ministry, are reported by the Ministry in the Statement of Operations. As a result of this change and the change in operations and programs explained in Note 4, net operating results increased and net contributions from General Revenues decreased by \$3,639,000 (1997 - \$1,238,000).

Effective April 1, 1996, the Ministry reports liabilities associated with vacation entitlements. These liabilities were previously reported in the financial statements of Treasury Department. As a result of this change and the change in operations and programs explained in Note 4, accounts payable has increased and Due from General Revenues has increased by \$4,470,000 (1997 - \$7,531,000).

Effective April 1, 1996, valuation adjustments for amounts repayable from future years voted appropriations that were previously reported in the financial statements of Treasury Department on behalf of the Ministry, are reported by the Ministry in the Statement of Operations. As a result of this change, net operating results increased and net contributions from General Revenues decreased by \$3,311,000 (1997 - \$970,000).

Note 4 Changes in Operations and Programs

(a) Personnel Administration Office

Effective April 1, 1997, responsibility for the Public Service Act, which includes the activities of Personnel Administration Office, was transferred to the Ministry of Advanced Education and Career Development from the Ministry of Executive Council.

The assets and liabilities transferred to the Ministry on April 1, 1997 were as follows:

(In thousands)

Assets:

Accounts receivable	\$ 17
Advances to Long Term Disability Benefit Funds	450
Capital assets	2,178
	<u>\$ 2,645</u>

Liabilities:

Accounts payable	\$ 853
Due to general revenues	1,792
	<u>\$ 2,645</u>

(b) Alberta Vocational Colleges

On May 14, 1997 the Minister of Advanced Education and Career Development established four vocational colleges under the Colleges Act and appointed an Interim Governing Authority for each. The administration for the vocational colleges moved from the Ministry to the Interim Governing Authority on September 1, 1997. As a result the Ministry no longer collects the revenues or pays the direct expenses relating to the operation of the colleges. Instead, the Ministry pays operating grants to the vocational colleges. Certain capital and other assets of the Ministry used in the operations of the colleges were sold to the Interim Governing Authorities for \$1 during the year.

(c) Labour Market Development Agreement

The Canada-Alberta Labour Market Development Agreement came into effect November 1, 1997. Under the Agreement, the Ministry will deliver employment programs to help individuals who are eligible for Employment Insurance benefits to return to work. During the first three years of the Agreement (1997-2000), the Government of Canada will make available up to \$344 million in Employment Insurance funds to the Ministry to support the delivery and administration of their programs. As part of the Agreement, approximately 200 staff positions were transferred to the Ministry from the Government of Canada.

Note 5 Net Contribution from General Revenues

Since revenues generated by the Ministry are less than the expenses of the Ministry, additional funding is provided from General Revenues of the Government. Net contributions to the Ministry from General Revenues together with the revenues reported by the Ministry and the contribution from the Alberta Heritage Scholarship Fund provide the total funding for the Ministry.

Note 6 Accounts Receivable

	(In thousands)	
	1998	1997
Government of Canada	\$ 4,829	\$ 11,574
Alberta Vocational Colleges	1,596	-
Other	838	7,339
	<u>\$ 7,263</u>	<u>\$ 18,913</u>

Accounts receivable are non-interest bearing, unsecured and are reported at their net realizable value.

Note 7 Capital Assets

(In thousands)					
		1998			1997
	Estimated Useful Life	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Department of Advanced Education and Career Development:					
Land	Indefinite	\$ 64	\$ -	\$ 64	\$ 66
Buildings	40 years	1,457	924	533	609
Equipment (a)	3-10 years	79	69	10	120
Computer hardware & software	5-17 years	7,945	6,487	1,458	2,290
		9,545	7,480	2,065	3,085
Personnel Administration Office:					
Computer hardware and software	5-10 years	4,484	2,450	2,034	-
		\$ 14,029	\$ 9,930	\$ 4,099	\$ 3,085

(a) Equipment includes office equipment and furniture, vehicles and heavy equipment.

Note 8 Accounts Payable

(In thousands)		
	1998	1997
Accounts payable	\$ 7,693	\$ 8,965
Accrued liabilities - vacation	4,470	7,531
- other	16,296	14,106
Advances from Government of Canada	14,152	2,350
Unearned revenue	52	1,635
	<u>\$ 42,663</u>	<u>\$ 34,587</u>

Note 9 Commitments

As at March 31, 1998, the Ministry had the following commitments:

(In thousands)		
	1998	1997
Program delivery related contracts	\$ 14,390	\$ 8,369
Equipment and facility leases	-	944
Other contracted services	2,287	1,046
	<u>\$ 16,677</u>	<u>\$ 10,359</u>

Note 10 Related Party Transactions

The Ministry paid \$1,049,000 (1997 - \$1,234,000) to various other Government of Alberta departments, agencies or funds for supplies and/or services during the fiscal year. In addition, the Department paid Payment Systems Corporation (PSC), a joint venture partially owned by the Province of Alberta, \$410,000 (1997 - \$502,000) for computer processing. Accommodations, legal, telecommunications, personnel and certain financial costs were provided to the Ministry by other Government entities at no cost. The estimated value of accommodation is \$17,696,000 (1997 - \$15,756,000). Included in this amount is \$9,534,000 (1997 - \$8,444,000) relating to accommodation costs for the Alberta Vocational Colleges. There were no receivables or payables to related parties outstanding at year end.

The Department and its employees paid certain taxes and fees set by regulation for permits, licences and other rights. These amounts were incurred in the normal course of business and reflect charges applicable to all users.

Note 11 Trust Funds Under Administration

The Ministry administers trust funds which are regulated funds consisting of public money over which the Legislature has no power of appropriation. Because the Province has no equity in the funds and administers them for the purpose of various trusts, they are not included in the Ministry's financial statements.

At March 31, 1998, trust funds under administration were as follows:

	(In thousands)			
	1998			1997
	Total Assets	Total Liabilities	Net Assets (Net Debt)	Net Assets
Long Term Disability Benefit Fund				
- Bargaining Unit (a)	\$ 90,576	\$ 94,950	\$ (4,374)	\$ -
Long Term Disability Benefit Fund				
- Management, Opted Out and Excluded (a)	12,664	12,913	(249)	-
Government Employees' Group Extended Medical Benefits Plan Trust (b)	1,640	1,585	55	-
Government of Alberta Dental Plan Trust (b)	2,629	833	1,796	-
Department of Advanced Education and Career Development Endowment Fund (c)	142	124	18	3,173
Alberta Vocational Colleges - Endowment Fund (d)				
- Edmonton	166	-	166	163
- Calgary	96	-	96	96
- Lac La Biche	1,679	-	1,679	314
- Lesser Slave Lake	818	-	818	809
	<u>\$110,410</u>	<u>\$110,405</u>	<u>\$ 5</u>	<u>\$ 4,555</u>

- (a) These trust funds were transferred to the Ministry on April 1, 1997 from the Ministry of Executive Council. Included in Total Liabilities of these trust funds is \$4,450,000 in Advances from the Ministry. Further details on the financial activities of these trust funds can be found elsewhere in the Ministry of Advanced Education and Career Development 1997-98 Annual Report.
- (b) These trust funds were transferred to the Ministry on April 1, 1997 from the Ministry of Treasury.
- (c) During the year an endowment of \$3,124,000 was transferred to the University of Calgary to support the Centre for Gifted Education.
- (d) Trust funds established for the Alberta Vocational Colleges will be transferred to the colleges during 1998-99.

Note 12 Measurement Uncertainty

The liability for student loans issued amounting to \$145,800,000 (1997 - \$152,451,000) is subject to measurement uncertainty. Measurement uncertainty exists when there is a variance between the recognized amount and another reasonably possible amount. The Ministry has made certain assumptions in the determination of the liability, such as the number of students applying for remissions, future interest, recovery and default rates. Actual amounts paid may vary significantly from the estimate. Schedule 9 discloses information on the liability for student loans issued.

Note 13 Payments Under Agreement

The Ministry has entered into several agreements to deliver programs on behalf of the Government of Canada. These programs and services are fully funded by the Government of Canada. In addition, the Ministry has entered into transitional agreements with three Alberta Vocational Colleges to make certain payments on their behalf. These payments are fully recoverable from the Alberta Vocational Colleges. Expenses incurred under these agreements are made by the Ministry under authority of the Financial Administration Act, Section 29.1 and are not included in these statements. Accounts receivable of \$806,000 (1997 - \$835,000) from the Government of Canada and accounts receivable of \$1,596,000 from the Alberta Vocational Colleges and accounts payable of \$5,392,000 (1997 - \$2,350,000) to the Government of Canada are reflected in the Statement of Assets and Liabilities.

Amounts paid and payable under agreements with the Government of Canada and the Alberta Vocational Colleges for the year ended March 31, 1998 are as follows:

	(In thousands)	
	1998	1997
Government of Canada		
Faculté St. Jean Construction and Fellowships	\$ 1,869	\$ 3,168
Administration of Canada Student Loans	1,105	723
Immigration Settlement Services	1,045	-
High need part-time students	558	267
Students with permanent disabilities	383	360
Youth Training Centres	50	470
Other	76	122
Alberta Vocational Colleges		
Edmonton	2,391	-
Calgary	1,643	-
Lesser Slave Lake	1,538	-
	<u>\$ 10,658</u>	<u>\$ 5,110</u>

Note 14 Uncertainty Due to the Year 2000

The year 2000 issue is the result of some computer programs being written using two digits rather than four to define the applicable year. Government computer programs that have date sensitive software may recognize a date using "00" as the year 1900 rather than 2000, which could result in miscalculations or system failures. In addition, similar problems may arise in some systems if certain dates in 1999 are not recognized as a valid date or are recognized to represent something other than a date. The effects of the year 2000 issue may be experienced before, on, or after January 1, 2000. If not addressed, the effect on operations and financial reporting may range from minor errors to significant systems failure that could affect the ability to conduct some Government operations.

The Government is currently working to resolve the potential effect of the year 2000 on the processing of date sensitive information by the government's computerized information systems in a timely manner. The costs of addressing potential problems by modifying, replacing or retiring significant portions of computerized information systems are not expected to have material adverse effect on the province's financial condition. Despite the government's efforts to address this issue, it is not possible to be certain that all aspects of the year 2000 issue affecting the Government, including those related to the efforts of customers, suppliers and other third parties, will be fully resolved.

Note 15 Comparative Figures

Certain 1997 figures have been reclassified to conform to the 1998 presentation.

Note 16 Approval of Financial Statements

The financial statements were approved by the Senior Financial Officer, the Deputy Minister of Advanced Education and Career Development and the Public Service Commissioner.

MINISTRY OF ADVANCED EDUCATION AND CAREER DEVELOPMENT

SCHEDULES TO THE FINANCIAL STATEMENTS

MARCH 31, 1998

Schedule 1

Budget

	(In thousands)		
	1998		
	Estimates (c) and Budget	Voted Supple- mentary (c)	Authorized Budget
Revenue			
Transfer from the Government of Canada	\$ 266,028	\$ -	\$ 266,028
Fee, permits and licenses	1,430	-	1,430
Other revenue	12,658	-	12,658
	<u>280,116</u>	<u>-</u>	<u>280,116</u>
Contribution - Alberta Heritage Scholarships	<u>12,712</u>	<u>-</u>	<u>12,712</u>
	<u>292,828</u>	<u>-</u>	<u>292,828</u>
Expenses:			
Voted (a)			
Department of Advanced Education and Career Development			
Ministry support services (d)	11,338	824	12,162
Support for adult learning	902,165	20,000	922,165
Support for adult learners	271,902	(8,000)	263,902
	<u>1,185,405</u>	<u>12,824</u>	<u>1,198,229</u>
Personnel Administration Office (d)	7,417	149	7,566
	<u>1,192,822</u>	<u>12,973</u>	<u>1,205,795</u>
Statutory Expenses (b)			
Provision for student loans issued	71,200	-	71,200
Alberta Heritage Scholarships	12,712	-	12,712
	<u>83,912</u>	<u>-</u>	<u>83,912</u>
Valuation Adjustments (b)			
Payments repayable from future appropriation	-	-	-
Provision for vacation pay	-	-	-
Provision for bad debts	10	-	10
	<u>10</u>	<u>-</u>	<u>10</u>
(Gain) Loss on Disposal of Capital assets (b)			
	<u>864</u>	<u>-</u>	<u>864</u>
	<u>1,277,608</u>	<u>12,973</u>	<u>1,290,581</u>
Net Contribution from General Revenues	<u>\$ 984,780</u>	<u>\$ 12,973</u>	<u>\$ 997,753</u>

- (a) In the event actual voted expenses exceed budgeted, the Ministry will report net liabilities. In the subsequent year, the Ministry will need to reduce its actual voted expenses below the amount budgeted to compensate for the net liabilities.
- (b) In the event actual statutory expenses, actual valuation adjustments and actual (gain) loss on disposal of capital assets exceed budgeted, General Revenues will contribute enough funding to prevent net liabilities in the Department.
- (c) Government Estimates were approved on May 29, 1997 and Supplementary Estimates were approved on February 26, 1998.
- (d) Supplementary Estimates of \$23,900,000 were initially approved for an achievement bonus program for Government employees. These funds were placed temporarily in a central pool, administered by Personnel Administration Office, until they could be distributed to ministries. A total of \$21,873,000 was actually allocated to ministries of which \$824,000 was allocated to the Department of Advanced Education and Career Development and \$149,000 to Personnel Administration Office.

Schedule 2

Revenue

	(In thousands)		
	1998		1997
	Budget	Actual	Actual
Transfers from the Government of Canada			
Canada Health and Social Transfers	\$ 157,038	\$ 139,875	\$ 173,414
Labour Market Development (a)			
- program support	9,748	4,782	-
- benefits and measures	97,442	3,166	-
Workforce training	-	2,572	15,200
Bilingualism	1,800	1,441	(372)
Other	-	204	101
	<u>266,028</u>	<u>152,040</u>	<u>188,343</u>
Fees, permits and licences			
Marketing apprenticeship	1,327	1,271	750
Other	103	43	71
	<u>1,430</u>	<u>1,314</u>	<u>821</u>
Other revenue			
Refunds of expenditure			
Alberta Vocational Colleges (a)			
- Calgary	2,509	1,194	4,646
- Edmonton	5,440	2,452	6,234
- Lac La Biche	714	633	1,258
- Lesser Slave Lake	1,790	837	1,616
Previous years refunds	2,200	714	1,101
Miscellaneous:			
Other	5	-	11
	<u>12,658</u>	<u>5,830</u>	<u>14,866</u>
	<u>\$ 280,116</u>	<u>\$ 159,184</u>	<u>\$ 204,030</u>

(a) This is dedicated revenue. Schedule 10 discloses further information on the Ministry's dedicated revenue initiatives.

Schedule 3

Voted Expenses by Program Detail

(In thousands)					
	Budget	Voted Supple- mentary	Authorized Budget (a)	Actual Expense	Unexpended (Over- expended)
Department of Advanced Education and Career Development					
Ministry Support Services					
Minister's office	\$ 250	\$ -	\$ 250	\$ 252	\$ (2)
Minister's committees	212	-	212	170	42
Deputy minister's office	233	-	233	258	(25)
Finance & administrative services	2,829	-	2,829	2,922	(93)
Communications	184	-	184	161	23
Human resource services	916	-	916	842	74
Information and policy services	3,611	-	3,611	3,806	(195)
Administrative systems support	2,170	-	2,170	3,996	(1,826)
Amortization of capital assets	933	-	933	887	46
Achievement bonus	-	824	824	824	-
	<u>11,338</u>	<u>824</u>	<u>12,162</u>	<u>14,118</u>	<u>(1,956)</u>
Support For Adult Learning					
Program Support					
Administrative support	2,862	-	2,862	2,779	83
Community education	18,372	-	18,372	19,639	(1,267)
Learning television	4,574	-	4,574	4,572	2
Inter-jurisdiction programs	3,844	-	3,844	3,711	133
Other program support	8,841	-	8,841	5,544	3,297
Intellectual infrastructure partnerships	15,000	-	15,000	7,316	7,684
	<u>53,493</u>	<u>-</u>	<u>53,493</u>	<u>43,561</u>	<u>9,932</u>
Vocational Colleges					
Alberta Vocational College - support	1,614	-	1,614	8,382	(6,768)
Alberta Vocational College - Calgary (b) (c)	10,493	-	10,493	10,059	434
Alberta Vocational College - Edmonton (b) (c)	16,050	-	16,050	13,758	2,292
Alberta Vocational College - Lesser Slave Lake (b) (c)	13,339	-	13,339	13,331	8
Alberta Vocational College - Lac La Biche (b) (c)	8,229	-	8,229	8,628	(399)
	<u>49,725</u>	<u>-</u>	<u>49,725</u>	<u>54,158</u>	<u>(4,433)</u>

	Budget	Voted Supple- mentary	Authorized Budget	Actual Expense	Unexpended (Over- expended)
Private Colleges (c)					
Augustana University College	3,108	-	3,108	3,100	8
Canadian Union College	903	-	903	902	1
Concordia University College of Alberta	3,866	-	3,866	3,874	(8)
The King's University College	1,090	-	1,090	1,090	-
	8,967	-	8,967	8,966	1
Technical Institutes (c)					
Northern Alberta Institute of Technology	62,534	-	62,534	62,538	(4)
Southern Alberta Institute of Technology	54,732	-	54,732	54,731	1
	117,266	-	117,266	117,269	(3)
Public Colleges (c)					
Alberta College of Art and Design	5,463	-	5,463	5,463	-
Fairview College	10,400	-	10,400	10,400	-
Grande Prairie Regional College	12,915	-	12,915	12,905	10
Grant MacEwan Community College	25,421	-	25,421	25,405	16
Keyano College	14,546	-	14,546	14,537	9
Lakeland College	13,906	-	13,906	13,911	(5)
Lethbridge Community College	14,908	-	14,908	14,904	4
Medicine Hat College	10,266	-	10,266	10,266	-
Mount Royal College	27,428	-	27,428	27,435	(7)
Olds College	10,857	-	10,857	10,862	(5)
Red Deer College	16,888	-	16,888	16,882	6
	162,998	-	162,998	162,970	28
Universities (c)					
Athabasca University	13,244	-	13,244	13,235	9
University of Alberta	220,917	-	220,917	220,914	3
University of Calgary	140,056	-	140,056	140,055	1
University of Lethbridge	29,286	-	29,286	29,286	-
	403,503	-	403,503	403,490	13
Banff Centre (c)					
Banff Centre	8,871	-	8,871	8,871	-

	Budget	Voted Supple- mentary	Authorized Budget	Actual Expense	Unexpended (Over- expended)
Performance Funding Envelopes (c)					
Access fund	26,418	-	26,418	24,774	1,644
Learning enhancement	10,000	-	10,000	10,531	(531)
Research excellence	3,500	-	3,500	3,500	-
Infrastructure renewal	40,000	20,000	60,000	65,820	(5,820)
Performance	8,444	-	8,444	8,842	(398)
	<u>88,362</u>	<u>20,000</u>	<u>108,362</u>	<u>113,467</u>	<u>(5,105)</u>
Apprenticeship and Occupational Training					
Program development & coordination	3,571	-	3,571	4,460	(889)
Apprenticeship delivery	4,082	-	4,082	4,205	(123)
Marketing apprenticeship (b)	1,327	-	1,327	925	402
	<u>8,980</u>	<u>-</u>	<u>8,980</u>	<u>9,590</u>	<u>(610)</u>
	<u>902,165</u>	<u>20,000</u>	<u>922,165</u>	<u>922,342</u>	<u>(177)</u>
Support for Adult Learners					
Program Support					
Administrative support	3,579	-	3,579	3,515	64
Program delivery support	6,440	-	6,440	6,349	91
Amortization of capital assets (b)	195	-	195	66	129
	<u>10,214</u>	<u>-</u>	<u>10,214</u>	<u>9,930</u>	<u>284</u>
Career Consulting and Information					
Career consulting and information	6,553	-	6,553	6,767	(214)
Assistance for Learners					
Employment preparation	11,878	-	11,878	12,180	(302)
Work experience programs	9,757	-	9,757	9,362	395
Rehabilitation training	4,960	-	4,960	3,669	1,291
Maintenance grants	14,800	-	14,800	10,357	4,443
Bursary programs	2,400	-	2,400	1,694	706
Skills development training support	98,200	(8,000)	90,200	83,735	6,465
Interest payment	-	-	-	-	-
Educational opportunity equalization grants	3,900	-	3,900	3,728	172
	<u>145,895</u>	<u>(8,000)</u>	<u>137,895</u>	<u>124,725</u>	<u>13,170</u>

	Budget	Voted Supple- mentary	Authorized Budget	Actual Expense	Unexpended (Over- expended)
Learning Transitions for Youth					
Learning transitions for youth	2,500	-	2,500	1,741	759
Labour Market Development Agreement					
Program support (b)	9,673	-	9,673	4,782	4,891
Benefits and measures (b)	97,067	-	97,067	3,166	93,901
	106,740	-	106,740	7,948	98,792
	271,902	(8,000)	263,902	151,111	112,791
	1,185,405	12,824	1,198,229	1,087,571	110,658
Personnel Administration Office					
Corporate Personnel Administration Services					
Public service commissioner's office	393	-	393	264	129
Corporate human resource services	3,913	-	3,913	3,882	31
Information management services	2,361	-	2,361	2,059	302
	6,667	-	6,667	6,205	462
Corporate Human Resource Research and Development					
Research and development	750	-	750	476	274
Achievement Bonus					
Achievement bonus	-	149	149	149	-
	7,417	149	7,566	6,830	736
Total Voted Operating 1998	<u>\$1,192,822</u>	<u>\$ 12,973</u>	<u>\$1,205,795</u>	<u>\$1,094,401</u>	<u>\$111,394</u>
Total Voted Operating 1997	<u>\$1,033,347</u>	<u>\$ -</u>	<u>\$1,033,347</u>	<u>\$1,018,957</u>	<u>\$ 14,390</u>

- (a) The total authorized budget represents the Ministry's funding for operating purposes as approved by the Legislative Assembly.
- (b) These represent expenses associated with dedicated revenue initiatives. Schedule 10 contains further information on dedicated revenue initiatives.
- (c) Schedule 5 contains further details on funding provided to post-secondary institutions.

Schedule 4**Voted Expenses by Object Detail**

	(In thousands)		
	1998		1997
	Budget	Actual	Actual
Grants to post-secondary institutions	\$ 846,599	\$ 868,494	\$ 751,878
Grants - other	238,809	127,542	151,559
Salaries, wages and employee benefits (Schedule 11)	66,046	54,699	72,207
Supplies and services	39,887	42,323	42,194
Amortization of capital assets	1,436	1,298	1,074
Other	45	45	45
	<u>\$ 1,192,822</u>	<u>\$ 1,094,401</u>	<u>\$ 1,018,957</u>

Schedule 5

Funding Provided to Post-Secondary Institutions

(In thousands)

	Operating & Conditional Funding	Access Fund	Learning Enhance- ment	Research Excellence	Infra- structure Renewal	Perform- ance	Totals
Vocational Colleges							
Alberta Vocational College - Calgary (b)	\$ 10,059	\$ 776	\$ 399	\$ -	\$ 674	\$ 71	\$ 11,979
Alberta Vocational College - Edmonton (b)	13,758	79	528	-	733	92	15,190
Alberta Vocational College - Lesser Slave Lake (b)	13,331	-	196	-	576	173	14,276
Alberta Vocational College - Lac La Biche	8,628	-	231	-	501	63	9,423
Private Colleges							
Augustana University College	3,100	-	123	-	-	5	3,228
Canadian Union College	902	-	109	-	-	9	1,020
Concordia University College of Alberta	3,874	466	133	-	-	9	4,482
The King's University College	1,090	200	112	-	-	11	1,413
Technical Institutes							
Northern Alberta Institute of Technology	62,538	2,095	961	-	5,867	1,084	72,545
Southern Alberta Institute of Technology	54,731	1,858	747	-	6,747	945	65,028
Public Colleges							
Alberta College of Art and Design	5,463	41	122	-	424	54	6,104
Fairview College	10,400	89	129	-	829	100	11,547
Grande Prairie Regional College	12,905	302	143	-	851	31	14,232
Grant MacEwan Community College	25,405	3,043	480	-	2,237	424	31,589
Keyano College	14,537	536	432	-	945	142	16,592
Lakeland College	13,911	300	144	-	958	34	15,347
Lethbridge Community College	14,904	537	212	-	1,692	36	17,381
Medicine Hat College	10,266	224	160	-	908	25	11,583
Mount Royal College	27,435	1,044	328	-	2,951	474	32,232
Olds College	10,862	1,017	133	-	1,187	185	13,384
Red Deer College	16,882	457	220	-	1,557	167	19,283
Universities							
Athabasca University	13,235	378	228	48	226	184	14,299
University of Alberta	220,914	3,095	1,792	1,889	23,121	1,965	252,776
University of Calgary	140,055	5,225	1,995	1,353	10,266	2,080	160,974
University of Lethbridge	29,286	2,336	316	210	2,527	435	35,110
Banff Centre							
Banff Centre	8,871	-	158	-	43	44	9,116
Private Vocational Schools							
Alberta College	-	289	-	-	-	-	289
Henderson College	-	265	-	-	-	-	265
Columbia College	-	122	-	-	-	-	122
Totals	\$ 747,342	\$ 24,774	\$ 10,531	\$ 3,500	\$ 65,820	\$ 8,842	\$ 860,809

This schedule includes amounts that have been provided to post-secondary institutions through performance envelopes and operating and conditional funding of programs. Funding provided to post-secondary institutions through other Ministry programs is not included.

Schedule 6

Statement of Alberta Heritage Scholarship Fund Expenses

	(Expenses in thousands)					
	Actual				Cumulative	
	1998		1997		1981-1998	
	Number of Recipients	Expenses	Number of Recipients	Expenses	Number of Recipients	Expenses
Rutherford	6,401	\$ 6,907	6,370	\$ 6,935	82,763	\$ 90,739
McKinney	931	1,546	947	1,568	13,403	36,416
Condon	1,480	1,229	1,480	1,217	22,458	18,930
Graduate Scholarships	129	1,230	136	1,302	856	8,178
Lougheed	15	190	16	204	391	5,203
Steinhauer	15	181	15	190	382	4,876
United World College	12	252	12	254	86	1,754
Other Heritage Scholarships	326	210	352	266	4,482	6,785
Endowment programs	62	193	34	145	96	338
Totals	9,371	\$ 11,938	9,362	\$ 12,081	124,917	\$173,219

The Alberta Heritage Scholarship Fund is designed to reward Albertans for outstanding achievement of excellence.

The award programs are administered by the Students Finance Board.

Schedule 7

Purchase of Capital Assets

By Program

	(In thousands)		
	1998		1997
	Authorized Budget	Actual	(Over) Under Actual
Ministry Support Services			
Administrative systems support	\$ 395	\$ 446	\$ (51) 503
Support for Adult Learning			
Vocational Colleges			
Administrative support	-	-	- 50
Alberta Vocational College - Calgary	-	-	- 15
Alberta Vocational College - Lesser Slave Lake	300	-	300 15
	300	-	300 80
Performance Funding Envelopes			
Access fund	-	-	- 11
Learning enhancement	-	-	- 56
Infrastructure renewal	-	-	- 80
	300	-	300 227
Support for Adult Learners			
Program Support			
Program delivery support	275	35	240 275
Labour Market Development Agreement			
Benefits and measures	375	-	375 -
	650	35	615 275
	1,345	481	864 1,005
Personnel Administration Office			
Corporate Personnel Administration Services			
Information management services	180	148	32 -
	\$ 1,525	\$ 629	\$ 896 \$ 1,005

By Type

	1998		1997
	Budget	Actual	Actual
Buildings	\$ -	\$ -	\$ 15
Computer hardware and software	1,225	629	964
Equipment	300	-	26
	\$ 1,525	\$ 629	\$ 1,005

Schedule 8**Non-Budgetary Disbursements by Program**

	(In thousands)		
	Authorized Budget	Actual	(Over) Under
Support for Adult Learners			
Assistance for Learners			
Interest payments	\$ 15,448	\$ 12,260	\$ 3,188
Remission of loans	29,200	27,456	1,744
Risk premium and guarantees	16,568	18,331	(1,763)
Total - 1998	\$ 61,216	\$ 58,047	\$ 3,169
Total - 1997	\$ 60,458	\$ 51,956	\$ 8,502

Non-budgetary disbursements represent payments made during the year which are applied against the liability for student loans. The authorized budget is the amount approved by the Legislative Assembly. The expense for student loans issued during the year is included as a statutory expense on the Statement of Operations.

Schedule 9

Liability for Student Loans Issued

	(In thousands)	
	1998	1997
Remissions (a)	\$ 95,300	\$ 91,619
Interest (b)	28,000	25,581
Guarantees (net of estimated recoveries) (c)	15,000	28,951
Risk premium (d)	7,500	6,300
	<u>\$ 145,800</u>	<u>\$ 152,451</u>

As at March 31, 1998, the outstanding Alberta Student Loans issued by the financial institutions to Alberta students amounted to \$378 million (1997 - \$357 million). The Government fully guarantees \$98 million (1997 - \$138 million) of these outstanding loans. The authorized guarantee limit set by Order in Council for loans issued under the Student Loan Act is \$400 million.

The student loans result in a liability to the Government for remissions, interest, guarantees and risk premium. This liability is recognized in the year the financial institutions issue loans and is re-evaluated each year to reflect changes in assumptions or new information.

- a) Remissions are a debt control instrument payable on Alberta Student Loans, to students who apply and have completed their studies and have assumed a total combined indebtedness of Canada and Alberta Student Loans exceeding established debt limits. In determining the liability for remissions, assumptions were made regarding the percentage of students applying for remission and the maximum debt limit. Changes in these assumptions could materially impact the calculation of the liability for remissions.
- b) Interest is paid at a variable rate based on prime on Alberta Student Loans while the students are in school and for six months after completion of their studies. Interest relief and interest shielding are also provided to students who have completed their studies and who meet certain requirements whereby the Government pays all or a portion of the interest on the Alberta Student Loan. Changes in assumptions regarding future interest rates will impact the liability for interest. The impact of a 1% interest rate change on the interest liability is estimated to be \$4 million.
- c) The liability for guarantees is an estimate of the amount of guaranteed Alberta Student Loans which will go into default, less the amount that will subsequently be recovered from students. The key assumptions used to determine this liability are the default and recovery rates.
- d) Since September 1994, a 5% risk premium on Alberta Student Loans is paid to financial institutions six months after students complete their studies. This premium eliminates the need for the Government to provide further loan guarantees on most student loans outstanding.

Schedule 10

Dedicated Revenue Initiatives

(In thousands)			
		1998	1997
		Authorized Budget	Actual
			Actual
Voted Expenses by Program			
Support for Adult Learning			
Vocational Colleges (a) [Note 4(b)]			
Alberta Vocational College - Calgary			
Dedicated revenue	\$ (2,509)	\$ (1,194)	\$ (4,646)
Expense	10,493	10,059	13,385
Net expense	<u>\$ 7,984</u>	<u>\$ 8,865</u>	<u>\$ 8,739</u>
Alberta Vocational College - Edmonton			
Dedicated revenue	\$ (5,440)	\$ (2,452)	\$ (6,234)
Expense	16,050	13,758	18,474
Net expense	<u>\$ 10,610</u>	<u>\$ 11,306</u>	<u>\$ 12,240</u>
Alberta Vocational College - Lesser Slave Lake			
Dedicated revenue	\$ (1,490)	\$ (837)	\$ (1,616)
Expense	13,339	13,331	13,085
Net expense	<u>\$ 11,849</u>	<u>\$ 12,494</u>	<u>\$ 11,469</u>
Alberta Vocational College - Lac La Biche			
Dedicated revenue	\$ (714)	\$ (633)	\$ (1,258)
Expense	8,229	8,628	8,152
Net expense	<u>\$ 7,515</u>	<u>\$ 7,995</u>	<u>\$ 6,894</u>
Apprenticeship and Occupational Training			
Marketing apprenticeship (b)			
Dedicated revenue	\$ (1,327)	\$ (1,271)	\$ (750)
Expense	1,327	925	311
Net revenue	<u>\$ -</u>	<u>\$ (346)</u>	<u>\$ (439)</u>
Support for Adult Learners			
Program support (c)			
Amortization of capital assets			
Dedicated revenue	\$ (75)	\$ -	\$ -
Expense	195	66	-
Net expense	<u>\$ 120</u>	<u>\$ 66</u>	<u>\$ -</u>
Labour Market Development Agreement (c)			
Program support			
Dedicated revenue	\$ (9,673)	\$ (4,782)	\$ -
Expense	9,673	4,782	-
Net expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Benefits and measures			
Dedicated revenue	\$ (97,067)	\$ (3,166)	\$ -
Expense	97,067	3,166	-
Net expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

(In thousands)			
		1998	1997
		Authorized Budget	Actual
			Actual
Total			
Dedicated revenue	\$ (118,295)	\$ (14,335)	\$ (14,504)
Expense	156,373	54,715	53,407
Net expense	<u>\$ 38,078</u>	<u>\$ 40,380</u>	<u>\$ 38,903</u>
Voted Capital Purchases by Program			
Support for Adult Learning			
Vocational Colleges (a)			
Alberta Vocational College - Lesser Slave Lake			
Dedicated revenue	\$ (300)	\$ -	\$ -
Expenditure	300	-	-
Net expenditure	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Support for Adult Learners			
Labour Market Development Agreement (c)			
Benefits and measures			
Dedicated revenue	\$ (375)	\$ -	\$ -
Expenditure	375	-	-
Net expenditure	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total			
Dedicated revenue	\$ (675)	\$ -	\$ -
Expenditure	675	-	-
Net expenditure	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Dedicated revenue initiatives provide a basis for authorizing spending. Dedicated revenues are shown as credits or recoveries in the details of the Government Estimates for a supply vote. If actual dedicated revenues are less than budget and total voted expenses are not reduced by an amount sufficient to cover the deficiency in dedicated revenues, the following year's expense budget is reduced. Conversely, if actual dedicated revenues exceed budget, the Ministry may, with the approval of the Treasury Board, use the excess revenue to fund additional expenses on the program.

The expense represents the total funding necessary to operate the program. The dedicated revenue portion represents the funds provided by fee payers and the Government of Canada, and the net expense represents the amount supported by general revenues. The revenues and expenses related to the dedicated revenue initiatives are included in the Ministry's revenues and expenses.

- The Alberta Vocational Colleges dedicated revenue initiatives allows the Colleges to offset the costs of providing educational programs with revenues collected from tuition, sales of material, student housing and education contracts.
- Marketing apprenticeship dedicated revenue initiatives allow the costs of marketing the apprenticeship program outside Alberta to be offset with the fees collected from non-Albertans enrolled in apprenticeship courses sponsored by the Department.
- Labour Market Development Agreement and Program Support dedicated revenue initiatives allow the costs associated with programs under the Labour Market Development Agreement to be fully offset with revenues collected from the Government of Canada.

Schedule 11

Salaries and Benefits Disclosure ^{1,2}

- Department of Advanced Education & Career Development

	1998				1997	
	Number of Individuals ³	Salary ⁴	Benefits and Allowances ⁵	Total	Number of Individuals ³	Total
Senior official						
Deputy Minister ⁶	1	\$ 113,411	\$ 15,205	\$ 128,616	1	\$ 112,525
Executives						
Assistant Deputy Minister - Learner Assistance Division and Chief Executive Officer - Student Finance Board	1	100,865	15,720	116,585	1	101,183
Assistant Deputy Minister - Learning Support & Accountability	1	91,980	14,702	106,682	1	98,069
Executive Director - Apprenticeship & Industry Training	1	89,360	18,206 ⁸	107,566	1	87,547 ⁸
Assistant Deputy Minister - Information & Policy Services	1	88,542	14,357	102,899	1	87,380
Presidents						
President - Alberta Vocational College, Calgary	-	35,041	7,025	42,066	1	92,491 ⁸
President - Alberta Vocational College, Edmonton	-	32,144	13,610 ⁸	45,754	1	86,691
President - Alberta Vocational College, Lac La Biche	-	35,032	4,246	39,278	1	95,023 ⁸
President - Alberta Vocational College, Lesser Slave Lake	-	35,041	5,488	40,529	1	101,492 ⁸
Other managers (average 1998 - \$76,068; 1997 - \$67,118)	93	5,860,188	1,214,130	7,074,318	97	6,510,427
Other salaried staff (average 1998 - \$39,144; 1997 - \$40,371)	929	30,602,580	5,762,246	36,364,826	1,308	52,805,438
Non-salaried staff		4,502,945	895,623	5,398,568		10,102,418
Boards, commissions & advisory councils		280,062	-	280,062		292,036
		<u>\$41,867,191</u>	<u>\$ 7,980,558</u>	<u>\$49,847,749 ⁹</u>		<u>\$70,572,720 ⁹</u>

- Personnel Administration Office

	1998				1997 ¹	
	Number of Individuals ³	Salary ⁴	Benefits and Allowances ⁵	Total	Number of Individuals ³	Total
Senior official						
Public Service Commissioner ⁶	1	\$ 108,825	\$ 17,703 ⁸	\$ 126,528	1	\$ 111,456
Executives						
Executive Director, Human Resource, Policy and Consulting	1	76,944	11,645	88,589	1	88,707 ⁸
Executive Director, Client Relations	1	81,569	13,248	94,817	1	83,883
Executive Director, Information Management ⁷	-	-	-	-	1	80,753
Executive Search Manager	1	72,011	11,482	83,493	1	81,626
Other Managers (average 1998 - \$71,435; 1997 - \$64,228)	38	2,280,707	433,807	2,714,514	37	2,376,441
Other salaried staff						
Professional (average 1998 - \$49,916; 1997 - \$56,388)	12	521,200	77,787	598,987	12	676,661
Administrative (average 1998 - \$35,613; 1997 - \$31,687)	18	553,287	87,750	641,037	23	728,796
Non-salaried staff		24,235	4,520	28,755		46,260
		<u>\$ 3,718,778</u>	<u>\$ 657,942</u>	<u>\$ 4,376,720 ⁹</u>		<u>\$ 4,274,583</u>

1. This report represents salary, benefits and honoraria for the Personnel Administration Office, and the Department of Advanced Education and Career Development staff, boards, commissions and advisory councils, reporting to the Minister including the Alberta Vocational Colleges (until August 31, 1997), Students Finance Board, Apprenticeship and Industry Training Board, Alberta Council on Admissions and Transfer, and Private Colleges Accreditation Board. Personnel Administration Office became part of the Ministry of Advanced Education and Career Development on April 1, 1997. The 1997 figures for Personnel Administration Office are provided for comparative purposes only.
2. This report does not include program funds used to employ individuals on work experience programs such as the Summer Temporary Employment Program and Special Placement Work Experience Program for the Department (1998 - \$1,114,222; 1997 - \$1,461,252) and Personnel Administration Office (1997 - \$6,119).
3. The number of individuals is the weighted average during the year.
4. Salary includes regular base pay, bonuses, overtime, lump sum payments, and any other direct cash remuneration.
5. Benefits and allowances includes the employer's share of all employee benefits such as pension, health care, dental coverage, group life insurance, short and long-term disability plans, professional membership, tuition, and vacation payouts.
6. The Deputy Minister of the Department of Advanced Education and Career Development and the Public Service Commissioner are provided with an automobile. The value of this benefit is not included in benefits and allowances.
7. This position was vacant during the year due to secondment. The Executive Director, Client Relations assumed these duties during 1998.
8. Includes vacation pay-out in lieu of vacation earned, but not taken, for the Executive Director - Apprenticeship and Industry Training (1998 - \$3,301; 1997 - \$3,059), President of Alberta Vocational College - Edmonton (1998 - \$7,644), President of Alberta Vocational College - Calgary (1997 - \$4,474), President of Alberta Vocational College - Lac La Biche (1997 - \$5,624), President of Alberta Vocational College - Lesser Slave Lake (1997 - \$9,374), Public Service Commissioner (1998 - \$4,023), and the Executive Director, Human Resource Policy and Consulting (1997 - \$2,860).
9. Reconciliation to salaries, wages and employee benefits object of expenditure (1997 figures exclude Personnel Administration Office).

	<u>1998</u>	<u>1997</u>
Total from Salary and Benefits Schedule:		
Advanced Education and Career Development	\$ 49,847,749	\$ 70,572,720
Personnel Administration Office	4,376,720	-
Work experience programs sponsored by the Department	1,114,222	1,461,252
Other	<u>(640,136)</u>	<u>172,788</u>
Total salaries, wages and employee benefits (Schedule 4)	<u><u>\$ 54,698,555</u></u>	<u><u>\$ 72,206,760</u></u>

**SUPPLEMENTARY MINISTRY
FINANCIAL INFORMATION
MARCH 31, 1998**

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LONG TERM DISABILITY BENEFIT FUND -

BARGAINING UNIT

FINANCIAL STATEMENTS

MARCH 31, 1998

Auditor's Report

Statement of Net Assets Available for Benefits and Accrued Long Term Disability
Benefits

Statement of Changes in Net Assets Available for Benefits

Notes to the Financial Statements

AUDITOR'S REPORT

To the Minister Responsible for Personnel Administration Office

I have audited the statement of net assets available for benefits and accrued long term disability benefits of the Long Term Disability Benefit Fund - Bargaining Unit as at March 31, 1998 and as at March 31, 1997 and the statement of changes in net assets available for benefits for the years then ended. These financial statements are the responsibility of the Fund's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Fund as at March 31, 1998 and as at March 31, 1997 and the results of its operations and the changes in its financial position for the years then ended in accordance with generally accepted accounting principles.

Original Signed by
Peter Valentine, FCA
Auditor General

Edmonton, Alberta

June 18, 1998

LONG TERM DISABILITY BENEFIT FUND - BARGAINING UNIT
STATEMENT OF NET ASSETS AVAILABLE FOR BENEFITS
AND ACCRUED LONG TERM DISABILITY BENEFITS
AS AT MARCH 31, 1998
(thousands of dollars)

	<u>1998</u>	<u>1997</u>
Net assets available for benefits		
Assets		
Cash (Note 3)	\$90,291	\$ -
Accounts receivable	<u>285</u>	<u>202</u>
	<u>90,576</u>	<u>202</u>
Liabilities		
Cash advances, accounts payable and accrued liabilities	776	475
Advance from the Ministry of Advanced Education and Career Development (Note 4)	<u>4,000</u>	<u>-</u>
	<u>4,776</u>	<u>475</u>
Net assets available for benefits	85,800	(273)
Accrued long term disability benefits (Note 5)	<u>(90,174)</u>	<u>-</u>
Actuarial deficiency (Note 5)	<u><u>\$(4,374)</u></u>	<u><u>\$(273)</u></u>

The accompanying notes are part of these financial statements.

LONG TERM DISABILITY BENEFIT FUND - BARGAINING UNIT
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEAR ENDED MARCH 31, 1998
(thousands of dollars)

	<u>1998</u>	<u>1997</u>
Increase in net assets		
Contribution from the Government of Alberta (Note 1)	\$ 90,174	\$ -
Advance from the Ministry of Advanced Education and Career Development (Note 4)	4,000	-
Contributions		
Employers	6,907	7,149
Employees	6,907	7,149
Investment income	59	80
Total increase in net assets	<u>108,047</u>	<u>14,378</u>
Decrease in net assets (Note 7)		
Benefits	16,379	15,298
Advance from the Ministry of Advanced Education and Career Development (Note 4)	4,000	-
Adjudication	757	892
Severance	575	500
Rehabilitation	144	36
Other	119	197
Total decrease in net assets	<u>21,974</u>	<u>16,923</u>
Change in net assets for the year	86,073	(2,545)
Net assets available for benefits at beginning of year	<u>(273)</u>	<u>2,272</u>
Net assets available for benefits at end of year	<u><u>\$85,800</u></u>	<u><u>\$(273)</u></u>

The accompanying notes are part of these financial statements.

LONG TERM DISABILITY BENEFIT FUND - BARGAINING UNIT

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 1998

Note 1 Summary Description of the Fund

The Long Term Disability Benefit Fund - Bargaining Unit operates pursuant to Treasury Board Directive 09/90, as amended, established in accordance with section 93 of the Financial Administration Act.

(a) General

The Fund provides income maintenance for eligible employees in the event of bodily injury or illness resulting in the disability of the employee. The Province of Alberta established the Fund to provide protection for and maintain the well-being of government employees who are members of the Bargaining Unit. Management, opted out and excluded employees are covered under a separate plan.

Effective March 26, 1998, the administration of the Fund was changed to make the Long Term Disability Income Continuance program for the Bargaining Unit employees, self funding. Prior to this date, the program paid for its expenses from employers' and employees' contributions and any deficiency in the Fund was borne by the Government of Alberta.

(b) Funding

Long term disability benefits are funded by employer and employee contributions at rates which are expected to provide for all benefits payable under the Fund. The rates in effect are 1.35% (1997 - 1.30%) of salary for employers and for employees. The rates are to be reviewed at least once every three years by the Public Service Commissioner based on recommendations of the Fund's actuary.

On March 30, 1998, the Government of Alberta, under the Long Term Disability Income Continuance Plan Regulations, provided \$90,174,000 to the Fund. This amount represented the unfunded liability of the Fund at December 31, 1997 as determined by actuarial valuation.

Any deficit incurred by the Fund subsequent to December 31, 1997 will be funded by increased employer and employee contributions as determined by an actuarial valuation.

(c) Long Term Disability Benefits

Coverage commences upon completion of three months of continuous employment in a permanent salaried position or a full year for temporary salaried employees.

Note 2 Summary of Significant Accounting Policies and Reporting Practices

(a) Basis of Presentation

These financial statements are prepared on the going concern basis in accordance with generally accepted accounting principles. The statements provide information about the net assets available in the Fund to meet future benefit payments and are prepared to assist plan participants and others in reviewing the activities of the Fund for the year. They do not reflect the funding requirements of the Fund or the benefit security of individual participants.

(b) Statement of Changes in Accrued Disability Benefits

A statement of changes in accrued disability benefits is not provided as disclosure in these financial statements is considered to be adequate.

(c) Valuation of Assets and Liabilities

Investments are stated at market value.

The fair values of cash, receivables and payables are estimated to approximate their carrying amount because of the short term nature of these instruments.

Note 3 Cash

Cash is held in the Consolidated Cash Investment Trust Fund (the "CCITF"). The CCITF is administered by the Provincial Treasurer with the objective of providing competitive interest income to depositors while maintaining maximum security and liquidity of depositors' capital. The portfolio is comprised of high quality short term and mid term fixed income securities with a maximum term to maturity of five years.

Note 4 Advance

Treasury Board Directive 09/90 provides the authority for the Fund to utilize a temporary accountable advance from the Ministry of Advanced Education and Career Development. An advance of \$4,000,000 was provided as working capital prior to the Fund becoming a self funding plan.

Note 5 Accrued Long Term Disability Benefits

An actuarial valuation of the Long Term Disability Benefit Fund - Bargaining Unit was performed as at December 31, 1997 by Crouse Dorgan Consultants Inc. The Fund is comprised of the Disabled Life Reserve and the Incurred But Unreported Reserve. The December 31, 1997 valuation estimated an actuarial deficiency of \$90,174,000 which the Government of Alberta funded on March 30, 1998 under the Long Term Disability Income Continuance Plan Regulation.

In providing the December 31, 1997 valuation, the actuary made the assertion that although the reserves will change over time, the estimate would be reasonably accurate in the short term provided interest on assets accrued at a rate of 8.5% per year. Although the assets were not transferred to the Fund until March 30, 1998 the actuary concluded that the amount of the actuarial value of long term disability benefits was still valid at March 31, 1998.

The actuarial deficiency as at March 31, 1997 represents the accumulated expenses in excess of accumulated contributions to the Fund. Prior to March 26, 1998, the actuarial value of long term disability benefits was reported as a liability in the consolidated financial statements of the Province of Alberta.

The Disabled Life Reserve is an estimate of future payments to be made over the life of incurred claims, discounted to a current value using a rate of 8.5%.

The Incurred But Unreported Reserve is an estimate of the financial impact of claims that are either unreported or not approved at the fiscal year end, but which will ultimately be accepted for benefits. Based on a review of historical reserves, the actuary determined a reserve factor of 30% of premiums was appropriate for estimating the reserve amount.

The assumptions used in the valuation were developed as the best estimate of expected short term and long term market conditions and other future events. This estimate was, after consultation with the Fund's actuary, approved by the Public Service Commissioner.

Note 6 Measurement of Uncertainty

The liability for Long Term Disability Benefits amounting to \$90,174,000 is subject to measurement uncertainty. Measurement uncertainty exists when there is a variance between the recognized amount and another reasonably possible amount. The actuary has made certain assumptions in the determination of the liability, such as the interest discount rate and the reserve factor rate. Actual amounts paid may vary significantly from the estimate. Any differences between the actuarial assumptions and future experience will emerge as gains or losses in future valuations and will affect the financial position of the Fund.

Note 7 Decrease in Net Assets

Expenses of the Fund include benefits paid out, severance payments for resignation of employment subsequent to disability leave, rehabilitation expenses, adjudication fees and administrative costs. Adjudication fees include services performed by an independent agent that consist of determining eligibility of claims, the amounts of eligible benefits and the time period applicable for disability.

Certain administration expenses, primarily for office space, banking services and staff salaries and benefits, incurred on behalf of the Fund by the Government of Alberta are not reflected in these statements.

Note 8 Uncertainty Due to the Year 2000

The year 2000 issue is the result of some computer programs being written using two digits rather than four to define the applicable year. Government computer programs that have date sensitive software may recognize a date using "00" as the year 1900 rather than the year 2000, which could result in miscalculations or system failures. In addition, similar problems may arise in some systems if certain dates in 1999 are not recognized as a valid date or are recognized to represent something other than a date. The effects of the year 2000 issue may be experienced before, on, or after January 1, 2000. If not addressed, the effect on operations and financial reporting may range from minor errors to significant systems failure that could affect the ability to conduct some government operations.

The government is currently working to resolve the potential effect of the year 2000 on the processing of date sensitive information by the government's computerized information systems in a timely manner. The costs of addressing potential problems by modifying, replacing or retiring significant portions of computerized information are not expected to have a material adverse effect on the fund's financial condition. Despite the government's efforts to address this issue, it is not possible to be certain that all aspects of the year 2000 issue affecting the government, including those related to the efforts of customers, suppliers and other third parties, will be fully resolved.

Note 9 Contingent Liability

The Fund has been named as a defendant in a legal action from a plan participant for continuing disability benefits. The Fund is contesting this legal action and the amount of settlement, if any, is not determinable at this time.

Note 10 Responsibility for Financial Statements

These financial statements were prepared by management and approved by the Public Service Commissioner.

LONG TERM DISABILITY BENEFIT FUND -
MANAGEMENT, OPTED OUT AND EXCLUDED

FINANCIAL STATEMENTS

MARCH 31, 1998

Auditor's Report

Statement of Net Assets Available for Benefits and Accrued Long Term Disability
Benefits

Statement of Changes in Net Assets Available for Benefits

Notes to the Financial Statements

AUDITOR'S REPORT

To the Minister Responsible for Personnel Administration Office

I have audited the statement of net assets available for benefits and accrued long term disability benefits of the Long Term Disability Benefit Fund - Management, Opted Out and Excluded as at March 31, 1998 and as at March 31, 1997 and the statement of changes in net assets available for benefits for the years then ended. These financial statements are the responsibility of the Fund's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Fund as at March 31, 1998 and as at March 31, 1997 and the results of its operations and the changes in its financial position for the years then ended in accordance with generally accepted accounting principles.

Original Signed by
Peter Valentine, FCA
Auditor General

Edmonton, Alberta

June 18, 1998

LONG TERM DISABILITY BENEFIT FUND -
MANAGEMENT, OPTED OUT AND EXCLUDED
STATEMENT OF NET ASSETS AVAILABLE FOR BENEFITS
AND ACCRUED LONG TERM DISABILITY BENEFITS
AS AT MARCH 31, 1998
(thousands of dollars)

	<u>1998</u>	<u>1997</u>
Net assets available for benefits		
Assets		
Cash (Note 3)	\$ 12,567	\$1,461
Accounts receivable	<u>97</u>	<u>29</u>
	<u>12,664</u>	<u>1,490</u>
Liabilities		
Accounts payable and accrued liabilities	350	350
Advance from the Ministry of Advanced Education and Career Development (Note 4)	<u>450</u>	<u>450</u>
	<u>800</u>	<u>800</u>
Net assets available for benefits	11,864	690
Accrued long term disability benefits (Note 5)	<u>(12,113)</u>	<u>-</u>
Actuarial (deficiency) surplus (Note 5)	<u><u>\$(249)</u></u>	<u><u>\$690</u></u>

The accompanying notes are part of these financial statements.

LONG TERM DISABILITY BENEFIT FUND -
MANAGEMENT, OPTED OUT AND EXCLUDED
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEAR ENDED MARCH 31, 1998

(thousands of dollars)

	<u>1998</u>	<u>1997</u>
Increase in net assets		
Contribution from the Government of Alberta (Note 1)	\$12,113	\$ -
Employer contributions	2,219	2,415
Investment income	44	78
Total increase in net assets	<u>14,376</u>	<u>2,493</u>
Decrease in net assets (Note 7)		
Benefits	2,793	2,486
Interest	264	-
Severance	65	23
Adjudication	54	71
Rehabilitation	6	1
Other	20	34
Total decrease in net assets	<u>3,202</u>	<u>2,615</u>
Change in net assets for the year	11,174	(122)
Net assets available for benefits at beginning of year	<u>690</u>	<u>812</u>
Net assets available for benefits at end of year	<u><u>\$11,864</u></u>	<u><u>\$690</u></u>

The accompanying notes are part of these financial statements.

LONG TERM DISABILITY BENEFIT FUND -
MANAGEMENT, OPTED OUT AND EXCLUDED
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 1998

Note 1 Summary Description of the Fund

The Long Term Disability Benefit Fund - Management, Opted Out and Excluded operates pursuant to Treasury Board Directive 10/90, as amended, established in accordance with section 93 of the Financial Administration Act.

(a) General

The Fund provides income maintenance for eligible employees in the event of bodily injury or illness resulting in the disability of the employee. The Province of Alberta established the Fund to provide protection for and maintain the well-being of management, opted out and excluded government employees. Members of the government Bargaining Unit are covered under a separate plan.

Effective March 26, 1998, the administration of the Fund was changed to make the Long Term Disability Income Continuance program for management, opted out and excluded employees, self funding. Prior to this date, the program paid for its expenses from employers' contributions and any deficiency in the Fund was borne by the Government of Alberta.

(b) Funding

Long term disability benefits are funded by employer contributions at a rate which is expected to provide for all benefits payable under the Fund. The rate in effect is 0.9% (1997 - 0.9%) of salary. The rate is to be reviewed at least once every three years by the Public Service Commissioner based on recommendations of the Fund's actuary.

On March 30, 1998, the Government of Alberta, under the Long Term Disability Income Continuance Plan Regulations, provided \$12,113,000 to the Fund. This amount represented the unfunded liability of the Fund at December 31, 1997 as determined by actuarial valuation.

Any deficit incurred by the Fund subsequent to December 31, 1997 will be funded by increased employer contributions as determined by an actuarial valuation.

(c) Long Term Disability Benefits

Coverage commences upon completion of three months of continuous employment in a permanent salaried position or a full year for temporary salaried employees.

Note 2 Summary of Significant Accounting Policies and Reporting Practices

(a) Basis of Presentation

These financial statements are prepared on the going concern basis in accordance with generally accepted accounting principles. The statements provide information about the net assets available in the Fund to meet future benefit payments and are prepared to assist plan participants and others in reviewing the activities of the Fund for the year. They do not reflect the funding requirements of the Fund or the benefit security of individual participants.

(b) Statement of Changes in Accrued Disability Benefits

A statement of changes in accrued disability benefits is not provided as disclosure in these financial statements is considered to be adequate.

(c) Valuation of Assets and Liabilities

Investments are stated at market value.

The fair values of cash, receivables and payables are estimated to approximate their carrying amount because of the short term nature of these instruments.

Note 3 Cash

Cash is held in the Consolidated Cash Investment Trust Fund (the "CCITF"). The CCITF is administered by the Provincial Treasurer with the objective of providing competitive interest income to depositors while maintaining maximum security and liquidity of depositors' capital. The portfolio is comprised of high quality short term and mid term fixed income securities with a maximum term to maturity of five years.

Note 4 Advance

Treasury Board Directive 10/90 provides the authority for the Fund to utilize a temporary accountable advance from the Ministry of Advanced Education and Career Development. An advance of \$450,000 was provided as working capital prior to the Fund becoming a self funding plan.

Note 5 Accrued Long Term Disability Benefits

An actuarial valuation of the Long Term Disability Benefit Fund - Management, Opted Out and Excluded was performed as at December 31, 1997 by Crouse Dorgan Consultants Inc. The Fund is comprised of the Disabled Life Reserve and the Incurred But Unreported Reserve. The December 31, 1997 valuation estimated an actuarial deficiency of \$12,113,000 which the Government of Alberta funded on March 30, 1998 under the Long Term Disability Income Continuance Plan Regulation.

In providing the December 31, 1997 valuation, the actuary made the assertion that although the reserves will change over time, the estimate would be reasonably accurate in the short term provided interest on assets accrued at a rate of 8.5% per year. Although the assets were not transferred to the Fund until March 30, 1998 the actuary concluded that the amount of the actuarial value of long term disability benefits was still valid at March 31, 1998.

The actuarial surplus as at March 31, 1997 represents the accumulated contributions in excess of accumulated expenses to the Fund. Prior to March 26, 1998, the actuarial value of long term disability benefits was reported as a liability in the consolidated financial statements of the Province of Alberta.

The Disabled Life Reserve is an estimate of future payments to be made over the life of incurred claims, discounted to a current value using a rate of 8.5%.

The Incurred But Unreported Reserve is an estimate of the financial impact of claims that are either unreported or not approved at the fiscal year end, but which will ultimately be accepted for benefits. Based on a review of historical reserves, the actuary determined a reserve factor of 30% of premiums was appropriate for estimating the reserve amount.

The assumptions used in the valuation were developed as the best estimate of expected short term and long term market conditions and other future events. This estimate was, after consultation with the Fund's actuary, approved by the Public Service Commissioner.

Note 6 Measurement of Uncertainty

The liability for Long Term Disability Benefits amounting to \$12,113,000 is subject to measurement uncertainty. Measurement uncertainty exists when there is a variance between the recognized amount and another reasonably possible amount. The actuary has made certain assumptions in the determination of the liability, such as the interest discount rate and the reserve factor rate. Actual amounts paid may vary significantly from the estimate. Any differences between the actuarial assumptions and future experience will emerge as gains or losses in future valuations and will affect the financial position of the Fund.

Note 7 Decrease in Net Assets

Expenses of the Fund include benefits paid out, severance payments for resignation of employment subsequent to disability leave, rehabilitation expenses, adjudication fees and administrative costs. Adjudication fees include services performed by an independent agent that consist of determining eligibility of claims, the amounts of eligible benefits and the time period applicable for disability.

Certain administration expenses, primarily for office space, banking services and staff salaries and benefits, incurred on behalf of the Fund by the Government of Alberta are not reflected in these statements.

Note 8 Uncertainty Due to the Year 2000

The year 2000 issue is the result of some computer programs being written using two digits rather than four to define the applicable year. Government computer programs that have date sensitive software may recognize a date using "00" as the year 1900 rather than the year 2000, which could result in miscalculations or system failures. In addition, similar problems may arise in some systems if certain dates in 1999 are not recognized as a valid date or are recognized to represent something other than a date. The effects of the year 2000 issue may be experienced before, on, or after January 1, 2000. If not addressed, the effect on operations and financial reporting may range from minor errors to significant systems failure that could affect the ability to conduct some government operations.

The government is currently working to resolve the potential effect of the year 2000 on the processing of date sensitive information by the government's computerized information systems in a timely manner. The costs of addressing potential problems by modifying, replacing or retiring significant portions of computerized information are not expected to have a material adverse effect on the fund's financial condition. Despite the government's efforts to address this issue, it is not possible to be certain that all aspects of the year 2000 issue affecting the government, including those related to the efforts of customers, suppliers and other third parties, will be fully resolved.

Note 9 Responsibility for Financial Statements

These financial statements were prepared by management and approved by the Public Service Commissioner.

PERSONNEL ADMINISTRATION OFFICE

REVOLVING FUND

FINANCIAL STATEMENTS

MARCH 31, 1998

Auditor's Report

Balance Sheet

Statement of Operations and Surplus

Statement of Changes in Financial Position

Notes to the Financial Statements

AUDITOR'S REPORT

To the Minister Responsible for Personnel Administration Office

I have audited the balance sheet of the Personnel Administration Office Revolving Fund as at March 31, 1998 and the statements of operations and surplus and changes in financial position for the year then ended. These financial statements are the responsibility of the Fund's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Fund as at March 31, 1998 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.

Original Signed by
Peter Valentine, FCA
Auditor General

Edmonton, Alberta

May 22, 1998

PERSONNEL ADMINISTRATION OFFICE REVOLVING FUND

BALANCE SHEET

AS AT MARCH 31, 1998

	<u>1998</u>	<u>1997</u>
<u>ASSETS</u>		
Accounts receivable	\$ -	\$ 62,980
Due from the Department of Treasury	-	12,191
	<u>\$ -</u>	<u>\$ 75,171</u>
<u>LIABILITIES AND SURPLUS</u>		
Accounts payable	\$ -	\$ 32,036
Surplus (Note 1)	-	43,135
	<u>\$ -</u>	<u>\$ 75,171</u>

The accompanying notes are part of these Financial Statements.

PERSONNEL ADMINISTRATION OFFICE REVOLVING FUND

STATEMENT OF OPERATIONS AND SURPLUS

FOR THE YEAR ENDED MARCH 31, 1998

	<u>1998</u>	<u>1997</u>
Revenue	<u>\$ 1,536</u>	<u>\$ 133,007</u>
Expenses:		
Commission	306	-
Professional, technical and labour services	-	131,873
Materials and supplies	-	4,048
Rental of facilities and equipment	-	3,629
Amortization of capital assets	-	209
Loss on disposal of capital assets	-	88
Freight and postage	<u>-</u>	<u>33</u>
	<u>306</u>	<u>139,880</u>
Net income (loss) for the year	1,230	(6,873)
Surplus at beginning of year	43,135	50,008
Transfer of funds to the Department of Treasury	<u>(44,365)</u>	<u>-</u>
Surplus at end of year	<u>\$ -</u>	<u>\$ 43,135</u>

PERSONNEL ADMINISTRATION OFFICE REVOLVING FUND
STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED MARCH 31, 1998

	<u>1998</u>	<u>1997</u>
Operating activities:		
Net income (loss) for the year	\$ 1,230	\$ (6,873)
Non-cash items:		
Amortization of capital assets	-	209
Loss on disposal of capital assets	-	88
	<u>1,230</u>	<u>(6,576)</u>
Decrease (increase) in accounts receivable	62,980	(56,020)
(Decrease) increase in accounts payable	<u>(32,036)</u>	<u>28,255</u>
	30,944	(27,765)
Cash flow from (to) operations	32,174	(34,341)
Transfer of surplus to the Department of Treasury	<u>(44,365)</u>	<u>-</u>
	(12,191)	(34,341)
Due from the Department of Treasury at beginning of period	<u>12,191</u>	<u>46,532</u>
Due from the General Revenue Fund at end of period	<u>\$ -</u>	<u>\$ 12,191</u>

PERSONNEL ADMINISTRATION OFFICE REVOLVING FUND

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 1998

Note 1 Authority and Purpose

The Personnel Administration Office Revolving Fund (the Fund) operated under the authority of the Public Service Act, Chapter P-31, Revised Statutes of Alberta 1980, as amended.

The Fund provided funding for the costs of delivering employee training and development services by the Personnel Administration Office to provincial agencies and departments. These costs included costs for direct instruction, supplies, materials and research and development. In instances where these services are provided to non-government employees, revenues from and expenses for these services were credited or charged to General Revenues.

Effective March 31, 1997 the Fund ceased operations. The Personnel Administration Office assumed responsibility for establishing overall policy direction for training and facilitating the delivery of services, however, departments are responsible for arranging their own training requirements.

During 1997-98, the Fund continued to collect accounts receivable and discharge liabilities held as at March 31, 1997. The Fund's activity was limited to the collection of revenue from surplus sales and the related commission. The remaining assets of \$44,365 were transferred to the Department of Treasury.

Note 2 Related Party Transactions

Certain costs for salaries, accommodation, administrative expenses and other costs for course delivery to government employees borne by various departments are not reflected in these financial statements. These costs amounted to \$250 (1997 \$59,366). Salary costs have been based on time estimates provided by employees.

The Fund's revenue of \$1,536 and expenses of \$306 relate to capital asset disposal proceeds and associated commissions received from/paid to the Department of Public Works, Supply and Services.

Note 3 Budget

No amounts were budgeted for the Fund as operations were wound down effective March 31, 1997.

Note 4 Approval of Financial Statements

These financial statements were approved by management.

STATEMENT OF REMISSIONS, COMPROMISES AND WRITE-OFFS
FOR THE YEAR ENDED MARCH 31, 1998

The following statement has been prepared pursuant to Section 28 of the Financial Administration Act. This statement includes all remissions, compromises and write-offs made or approved during the fiscal period.

Remissions under Section 26 of the Financial Administration Act:

Total remissions	\$ -
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Compromises under Section 27 of the Financial Administration Act:

Total compromises	-
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Write-offs:

Implemented Guarantees, Indemnities, Loans and Advances Student Loan Act	2,153,000
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Department Accounts Receivable	<u>1,000</u>
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Total write-offs	<u>2,154,000</u>
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Total remissions, compromises and write-offs	<u><u>\$2,154,000</u></u>
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STATEMENT OF GUARANTEES AND INDEMNITIES ISSUED
FOR THE YEAR ENDED MARCH 31, 1998

The following has been prepared pursuant to Section 76 of the Financial Administration Act. The statement summarizes the amounts of all guarantees given by the Crown through the Ministry of Advanced Education and Career Development under the Student Loan Act for the year ended March 31, 1998, the amount paid as a result of liability under guarantees, and the amounts recovered on debts owing as a result of payments under guarantees.

	<u>Amount of Guarantee</u>	<u>Payments</u>	<u>Recoveries</u>
Crown Guarantees	<u>\$4,053,000</u>	<u>\$14,953,000</u>	<u>\$159,000</u>

Pursuant to the Student Loan Act, the province entered into a risk-sharing agreement with the Canadian Imperial Bank of Commerce on September 1, 1994. The agreement provides for loan guarantees for student borrowers with a history of credit difficulty, who are minors or, prior to the period of their study and date, die, become disabled, or bankrupt. A risk premium of 5% of the principal borrowed is provided in lieu of a guarantee on all other student loans issued after September 1, 1994. The Royal Bank of Canada entered into a similar risk-sharing agreement on August 1, 1995.

UNAUDITED SUMMARY OF FINANCIAL STATEMENTS OF PUBLIC POST-SECONDARY INSTITUTIONS

<u>Contents:</u>	<u>Page</u>
Summary of Colleges	148
Summary of Technical Institutes	152
Summary of Universities	154
Summary of The Banff Centre for Continuing Education	156

This section contains summary financial information of public post-secondary institutions obtained from the audited financial statements of each institution. Detailed financial statements are found in Section 2 of the 1997/98 Ministry Annual Report.

SUMMARY OF COLLEGES

STATEMENT OF OPERATIONS AND CHANGES IN FINANCIAL POSITION

FOR THE YEAR ENDED JUNE 30, 1997

(In thousands)

	Alberta College of Art and Design	Fairview College	Grande Prairie Regional College	Grant MacEwan Community College
Revenue:				
Grants	\$ 5,732	\$ 10,753	\$ 13,699	\$ 28,882
Sales, rentals, and services	67	1,880	1,504	8,382
Tuition	1,365	1,588	3,388	16,860
Education contracts	-	472	1,388	4,462
Investment income	73	434	265	499
Donations	66	237	552	347
Amortization of deferred capital contributions	525	1,237	1,601	5,409
Ancillary services	-	-	-	-
Miscellaneous revenue	971	-	268	-
	<u>8,799</u>	<u>16,601</u>	<u>22,665</u>	<u>64,841</u>
Expense:				
Instruction	4,265	6,548	11,127	31,259
Institutional support	1,836	1,976	5,239	9,512
Academic support	1,256	2,894	1,083	5,095
Student services	521	587	840	2,624
Computing services	-	266	-	1,041
Ancillary operations	-	1,007	-	6,234
Other costs	622	2,120	1,070	-
Amortization	651	1,612	2,105	5,904
(Gain)/loss on disposal of capital assets	1	-	20	12
Pension Liability Valuation Adjustment	(223)	(392)	-	(914)
Recovery of Investment Previously Written Down	(206)	-	-	-
Net Expense on Discontinued Operations	-	-	-	-
	<u>8,723</u>	<u>16,618</u>	<u>21,484</u>	<u>60,767</u>
Excess of revenue over expense	<u>\$ 76</u>	<u>\$ (17)</u>	<u>\$ 1,181</u>	<u>\$ 4,074</u>
Changes in financial position				
Cash generated by operations	\$ 257	\$ (61)	\$ 1,336	\$ 2,440
Cash generated/(used by) investing activities	(346)	(841)	(1,311)	1,140
Cash generated by financing activities	19	917	279	(11,360)
Increase/(decrease) in cash and short-term investments	(70)	15	304	(7,780)
Cash and temporary investments at beginning of year, net of bank indebtedness	70	1,263	988	11,036
Cash and temporary investments at end of year, net of bank indebtedness	<u>\$ -</u>	<u>\$ 1,278</u>	<u>\$ 1,292</u>	<u>\$ 3,256</u>

SUMMARY OF COLLEGES

STATEMENT OF OPERATIONS AND CHANGES IN FINANCIAL POSITION

FOR THE YEAR ENDED JUNE 30, 1997 - *Continued*

(In thousands)

Keyano College	Lakeland College	Lethbridge Community College	Medicine Hat College	Mount Royal College	Olds College	Red Deer College	Total
\$16,024	\$14,731	\$17,316	\$11,173	\$29,257	\$12,022	\$18,221	\$177,810
5,359	3,370	885	1,784	1,489	-	750	25,470
2,068	3,882	7,455	4,071	13,575	1,841	7,265	63,358
950	1,238	1,710	452	10,774	1,865	1,119	24,430
249	376	353	506	1,147	612	692	5,206
300	87	253	127	435	275	481	3,160
2,117	2,364	2,764	1,769	3,191	2,116	1,666	24,759
-	-	3,655	-	6,650	2,822	4,202	17,329
-	-	-	-	-	1,130	-	2,369
27,067	26,048	34,391	19,882	66,518	22,683	34,396	343,891
12,592	9,548	17,282	9,297	27,570	8,970	16,149	154,607
5,957	2,394	5,417	1,089	7,072	5,475	3,785	49,752
1,691	2,599	2,522	1,812	6,508	1,497	3,561	30,518
1,192	1,169	1,291	1,617	4,280	1,168	1,930	17,219
416	638	1,017	646	1,328	735	-	6,087
2,253	-	3,232	1,211	5,510	680	3,803	23,930
474	5,520	460	1,644	6,820	-	5,305	24,035
2,633	3,037	3,241	2,245	4,789	2,654	-	28,871
(10)	-	-	-	-	116	-	139
(616)	(723)	(746)	(356)	(1,271)	-	(758)	(5,999)
-	-	-	-	-	-	-	(206)
-	842	-	-	-	-	-	842
26,582	25,024	33,716	19,205	62,606	21,295	33,775	329,795
\$ 485	\$ 1,024	\$ 675	\$ 677	\$ 3,912	\$ 1,388	\$ 621	\$ 14,096
\$(359)	\$1,359	\$ 658	\$ 515	\$ 4,882	\$1,706	\$ 122	12,855
262	(323)	(1,337)	(232)	(3,810)	(2,641)	(1,678)	(11,117)
(3,896)	99	776	298	814	456	534	(11,064)
(3,993)	1,135	97	581	1,886	(479)	(1,022)	(9,326)
4,186	7,544	2,762	2,960	12,079	3,451	6,048	52,387
\$193	\$8,679	\$2,859	\$3,541	\$13,965	\$2,972	\$5,026	\$43,061

SUMMARY OF COLLEGES
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 1997

(In thousands)

	Alberta College of Art and Design	Fairview College	Grande Prairie Regional College	Grant MacEwan Community College
Assets				
Current:				
Cash and short-term investments	\$ -	\$ 1,278	\$ 1,292	\$ 5,339
Accounts receivable	151	769	1,036	2,568
Inventories	390	587	210	617
Prepaid expenses and deposits	-	95	4	290
Capital Assets Held for Sale	-	-	-	-
	541	2,729	2,542	8,814
Investments	1,671	6,654	3,042	4,162
Capital assets	8,929	21,665	38,974	138,505
Other assets	10	-	-	-
	<u>\$11,151</u>	<u>\$31,048</u>	<u>\$44,558</u>	<u>\$151,481</u>
Liabilities and net assets				
Current:				
Accounts payable and accrued liabilities	\$ 187	\$ 952	\$ 1,515	\$ 4,355
Accrued vacation pay	484	706	982	2,112
Unearned revenue	-	253	85	2,024
Deferred contributions	367	576	657	1,089
Other current liabilities	40	-	25	-
	1,078	2,487	3,264	9,580
Long-term:				
Pension obligations	140	211	316	575
Unamortized deferred capital contributions	8,028	15,286	36,489	108,427
Other liabilities	510	506	-	-
	<u>8,678</u>	<u>16,003</u>	<u>36,805</u>	<u>109,002</u>
	<u>9,756</u>	<u>18,490</u>	<u>40,069</u>	<u>118,582</u>
Net assets:				
Endowments	1,171	1,532	1,974	-
Investment in capital assets	901	6,379	2,485	30,077
Net assets internally restricted	-	4,302	-	-
Accumulated excess/(deficiency) of revenue over expense	(677)	345	30	2,822
	<u>1,395</u>	<u>12,558</u>	<u>4,489</u>	<u>32,899</u>
	<u>\$11,151</u>	<u>\$31,048</u>	<u>\$44,558</u>	<u>\$151,481</u>

SUMMARY OF COLLEGES
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 1997 - Continued
(In thousands)

Keyano College	Lakeland College	Lethbridge Community College	Medicine Hat College	Mount Royal College	Olds College	Red Deer College	Total
\$ 193	\$ 8,679	\$ 4,227	\$ 3,542	\$ 13,965	\$ 2,972	\$ 5,026	\$46,513
1,908	674	1,607	523	2,355	1,295	1,828	14,714
395	612	579	274	633	629	688	5,614
52	79	115	123	337	-	170	1,265
-	294	-	-	-	-	-	294
2,548	10,338	6,528	4,462	17,290	4,896	7,712	68,400
3,500	1,193	4,190	3,638	6,384	6,337	4,793	45,564
54,792	61,003	41,710	23,988	80,859	28,798	42,617	541,840
-	19	-	-	-	-	-	29
\$60,840	\$72,553	\$52,428	\$32,088	\$104,533	\$40,031	\$55,122	\$655,833
\$ 1,128	\$ 769	\$ 2,087	\$ 1,093	\$3,233	\$ 724	\$ 1,830	\$ 17,873
1,209	1,032	493	313	1,996	880	2,021	12,228
283	472	906	429	3,074	621	1,010	9,157
429	746	1,172	357	3,891	829	795	10,908
-	-	-	-	803	-	295	1,163
3,049	3,019	4,658	2,192	12,997	3,054	5,951	51,329
387	313	466	224	800	246	477	4,155
35,075	53,495	37,586	18,059	68,809	23,248	29,840	434,342
-	-	-	-	318	-	964	2,298
35,462	53,808	38,052	18,283	69,927	23,494	31,281	440,795
38,511	56,827	42,710	20,475	82,924	26,548	37,232	492,124
636	1,193	2,605	1,214	6,384	3,330	3,846	23,885
19,718	7,802	4,124	5,929	11,416	10,153	11,519	110,503
-	4,696	2,346	3,160	3,211	-	1,147	18,862
1,975	2,035	643	1,310	598	-	1,378	10,459
22,329	15,726	9,718	11,613	21,609	13,483	17,890	163,709
\$60,840	\$72,553	\$52,428	\$32,088	\$104,533	\$40,031	\$55,122	\$655,833

SUMMARY OF TECHNICAL INSTITUTES
STATEMENT OF OPERATIONS AND CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED JUNE 30, 1997

(In thousands)

	Northern Alberta Institute of Technology	Southern Alberta Institute of Technology	Total
Revenue:			
Grants	\$ 64,988	\$ 55,827	\$120,815
Sales, rentals, and services	1,788	2,666	4,454
Tuition	10,238	7,523	17,761
Education contracts	12,436	18,772	31,208
Investment income	2,642	3,237	5,879
Donations	2,599	1,398	3,997
Amortization of deferred capital contributions	6,335	6,276	12,611
Ancillary services	9,527	9,023	18,550
Miscellaneous revenue	133	2,383	2,516
	<u>110,686</u>	<u>107,105</u>	<u>217,791</u>
Expense:			
Instruction	47,198	47,529	94,727
Institutional support	20,563	20,721	41,284
Academic support	14,196	10,905	25,101
Student services	3,889	3,891	7,780
Computing services	-	-	-
Ancillary operations	8,596	7,349	15,945
Other costs	2,159	1,787	3,946
Amortization	7,197	7,838	15,035
Loss on disposal of capital assets	-	-	-
Pension Liability Valuation Adjustment	-	(2,135)	(2,135)
Recovery of Investment Previously Written Down	-	-	-
Net Expense on Discontinued Operations	-	-	-
	<u>103,798</u>	<u>97,885</u>	<u>201,683</u>
Excess of revenue over expense	<u>\$ 6,888</u>	<u>\$ 9,220</u>	<u>\$ 16,108</u>
Changes in financial position			
Cash generated by operations	\$ 229	\$14,165	\$14,394
Cash used by investing activities	(15,698)	(18,665)	(34,363)
Cash generated by financing activities	7,733	(12)	7,721
Increase/(decrease) in cash and short-term investments	(7,736)	(4,512)	(12,248)
Cash and temporary investments at beginning of year, net of bank indebtedness	15,303	16,698	32,001
Cash and temporary investments at end of year, net of bank indebtedness	<u>\$7,567</u>	<u>\$12,186</u>	<u>\$19,753</u>

SUMMARY OF TECHNICAL INSTITUTES

STATEMENT OF FINANCIAL POSITION

AS AT JUNE 30, 1997

(In thousands)

	Northern Alberta Institute of Technology	Southern Alberta Institute of Technology	Total
Assets			
Current:			
Cash and short-term investments	\$ 9,079	\$ 12,186	\$21,265
Accounts receivable	3,689	3,923	7,612
Inventories	2,739	1,329	4,068
Prepaid expenses and deposits	242	412	654
Capital Assets Held for Sale	-	-	-
	15,749	17,850	33,599
Investments	30,014	40,807	70,821
Capital assets	137,363	87,457	224,820
Other assets	-	-	-
	\$183,126	\$146,114	\$329,240
Liabilities and net assets			
Current:			
Accounts payable and accrued liabilities	\$ 9,089	\$ 8,494	\$ 17,583
Accrued vacation pay	7,507	5,937	13,444
Unearned revenue	2,570	3,392	5,962
Deferred contributions	1,158	4,108	5,266
Other current liabilities	-	266	266
	20,324	22,197	42,521
Long-term:			
Pension obligations	2,279	1,451	3,730
Unamortized deferred capital contributions	86,164	59,314	145,478
Other liabilities	798	148	946
	89,241	60,913	150,154
	109,565	83,110	192,675
Net assets:			
Endowments	\$ 4,122	\$ 4,125	\$ 8,247
Investment in capital assets	51,199	28,143	79,342
Net assets internally restricted	11,760	20,000	31,760
Accumulated excess of revenue over expense	6,480	10,736	17,216
	73,561	63,004	136,565
	\$183,126	\$146,114	\$329,240

SUMMARY OF UNIVERSITIES

STATEMENT OF OPERATIONS AND CHANGES IN FINANCIAL POSITION

FOR THE YEAR ENDED MARCH 31, 1998

(In thousands)

	Athabasca University	University of Alberta	University of Calgary	University of Lethbridge	Total
Revenue:					
Government grants	\$14,851	\$322,557	\$190,642	\$32,515	\$ 560,565
Tuition and related fees	11,953	92,230	75,995	17,744	197,922
Sales and services	2,416	82,827	47,844	7,116	140,203
Investment income	463	22,146	51,058	5,709	79,376
Donations	144	37,548	43,271	1,092	82,055
Amortization of deferred capital contributions	626	27,750	25,690	3,484	57,550
Other	54	4,310	-	2,750	7,114
	<u>30,507</u>	<u>589,368</u>	<u>434,500</u>	<u>70,410</u>	<u>1,124,785</u>
Expense:					
Salaries, wages and benefits	16,653	343,225	210,129	38,045	608,052
Supplies and services	8,949	90,387	74,420	11,446	185,202
Amortization of capital assets	2,082	48,148	33,333	5,524	89,087
Maintenance and utilities	277	34,470	19,996	1,583	56,326
Scholarships	58	18,535	15,781	994	35,368
Other	365	3,511	4,071	2,270	10,217
Pension valuation adjustment	-	-	-	-	-
	<u>28,384</u>	<u>538,276</u>	<u>357,730</u>	<u>59,862</u>	<u>984,252</u>
Excess of revenue over expense	<u>\$ 2,123</u>	<u>\$ 51,092</u>	<u>\$ 76,770</u>	<u>\$ 10,548</u>	<u>\$ 140,533</u>
Changes in financial position					
Cash generated by operations	\$ 2,470	\$ 87,633	\$ 89,309	\$ 14,728	\$ 194,140
Cash used by investing activities	(2,959)	(97,758)	(55,144)	(16,596)	(172,457)
Cash generated by financing activities	-	39,234	3,083	2,648	44,965
Increase (decrease) in cash and short- term investments	(489)	29,109	37,248	780	66,648
Cash and temporary investments at beginning of year, net of bank indebtedness	<u>7,879</u>	<u>84,777</u>	<u>59,863</u>	<u>1,245</u>	<u>153,764</u>
Cash and temporary investments at end of year, net of bank indebtedness	<u>\$ 7,390</u>	<u>\$113,886</u>	<u>\$ 97,111</u>	<u>\$ 2,025</u>	<u>\$ 220,412</u>

SUMMARY OF UNIVERSITIES
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 1998

(In thousands)

	Athabasca University	University of Alberta	University of Calgary	University of Lethbridge	Total
Assets					
Current:					
Cash and short-term investments	\$ 7,390	\$ 113,886	\$ 158,278	\$ 2,025	\$ 281,579
Accounts receivable	1,540	31,164	20,665	2,862	56,231
Inventories	2,655	-	3,846	411	6,912
Prepaid expenses	176	-	1,363	397	1,936
Other assets	-	7,008	-	-	7,008
	11,761	152,058	184,152	5,695	353,666
Investments	5,864	274,896	189,367	42,610	512,737
Capital assets	18,967	598,918	448,181	119,128	1,185,194
Deferred course development costs	1,333	-	-	-	1,333
	<u>\$ 37,925</u>	<u>\$ 1,025,872</u>	<u>\$ 821,700</u>	<u>\$ 167,433</u>	<u>\$ 2,052,930</u>
Liabilities and net assets					
Current:					
Accounts payable	\$ 1,139	\$ 32,398	\$ 35,743	\$ 2,374	\$ 71,654
Current portion of long-term debt	-	1,341	2,967	1,709	6,017
Deferred revenue	3,807	4,615	5,280	726	14,428
Deferred tuition fees	-	-	-	1,369	1,369
Deferred contributions	-	95,471	96,482	11,988	203,941
Salaries and benefits payable	1,936	32,722	-	1,228	35,886
Funds held on behalf of others	-	-	-	-	-
	6,882	166,547	140,472	19,394	333,295
Long-term:					
Long-term debt	-	23,049	31,156	2,164	56,369
Staff benefit liabilities	982	49,121	-	6,671	56,774
Unamortized deferred capital contributions	14,434	354,773	358,511	70,788	798,506
	15,416	426,943	389,667	79,623	911,649
	<u>22,298</u>	<u>593,490</u>	<u>530,139</u>	<u>99,017</u>	<u>1,244,944</u>
Net assets:					
Endowments	989	261,338	188,775	8,017	459,119
Investment in capital assets	5,828	-	74,702	47,600	128,130
Internally restricted	4,875	-	-	10,602	15,477
Unrestricted	3,935	-	-	2,197	6,132
Accumulated (deficiency) of revenue over expense	-	-	28,084	-	28,084
Other	-	171,044	-	-	171,044
	15,627	432,382	291,561	68,416	807,986
	<u>\$37,925</u>	<u>\$1,025,872</u>	<u>\$821,700</u>	<u>\$167,433</u>	<u>\$2,052,930</u>

THE BANFF CENTRE FOR CONTINUING EDUCATION
STATEMENT OF OPERATIONS AND CHANGES IN FINANCIAL POSITION
FOR THE SIX MONTHS ENDED SEPTEMBER 30, 1997*

(In thousands)

Revenue

Accommodation	\$ 13,233
Grants	9,447
Sales, rentals, and services	2,142
Tuition and related fees	3,744
Donations and other contributions	1,290
Investment income	203
Amortization of deferred expended capital contributions	2,124
	<u>32,183</u>

Expense

Salaries, wages and benefits	15,626
Unfunded pension costs (recoveries)	(459)
Scholarships and financial assistance	2,235
Supplies and materials	2,734
Facility operating	2,467
Purchased services	2,468
Travel and related	1,343
Financial costs	538
Marketing and promotion	1,136
Vehicle and equipment	961
Amortization of capital assets	2,681
Gain on disposal of capital assets	179
	<u>31,909</u>

Net income (loss)	274
Pension Valuation Adjustment	436
Net income (loss) after Pension Valuation Adjustment	<u>\$ 710</u>

Changes in financial position

Cash applied to operations	\$ (625)
Cash applied to investing activities	(34)
Cash generated from financing activities	<u>(1,114)</u>
Decrease in cash and short-term investments	(1,773)
Cash and temporary investments at beginning of year, net of bank indebtedness	<u>(400)</u>
Cash and temporary investments at end of year, net of bank indebtedness	<u>\$ (2,173)</u>

* During the year 1996 the Minister approved the change of the Centre's fiscal year end from March 31 to September 30.

THE BANFF CENTRE FOR CONTINUING EDUCATION

BALANCE SHEET

AS AT SEPTEMBER 30, 1997

(In thousands)

Assets

Current:

Cash and short-term investments	\$ 228
Accounts receivable	5,674
Inventories	559
Prepaid expenses	265
	<u>6,726</u>

Long-term pledges receivable 1,703

Long-term investments 4,335

Capital assets 52,616

\$65,380

Liabilities and net assets

Current:

Bank loan advances	\$ 2,401
Accounts payable	1,621
Accrued vacation pay	498
Unearned revenue	887
Deferred contributions	1,219
Long-term debt due within one year	421
	<u>7,047</u>

Deferred contributions 1,469

Long-term debt 6,097

Pension liability 1,044

Deferred expended capital contributions 38,931

54,588

Net assets:

Operating net assets 6,377

Endowments 4,415

10,792

\$65,380

Appendices

Appendix I:	The Department of Advanced Education and Career Development
Appendix II:	Map of the Post-Secondary Institutions
Appendix III:	Map of the Community Adult Learning Council Locations
Appendix IV:	Map of the Service Delivery Network
Appendix V:	Enrolment in All Programs by Sector and Institution
Appendix VI:	Total Apprenticeship Registration by Trade
Appendix VII:	Enrolment in Adult Development Programs by Institution

Appendix I: The Department of Advanced Education and Career Development

Apprenticeship and Industry Training Division

Apprenticeship and Industry Training administers the apprenticeship and industry training system. It also provides support to the Alberta Apprenticeship and Industry Training Board and provincial trade and occupation advisory committees. On March 31, 1998, there were over 28,000 registered apprentices in Alberta.

Finance, Administration and AVC Support Division

The Finance, Administration and AVC Support Division provides financial, operational and administrative advice and support to the department.

Information and Policy Services Division

Information and Policy Services provides information and policy leadership to the department to support the development of new directions for the adult learning system. The division also coordinates the implementation and administration of the department's Freedom of Information and Protection of Privacy Program and information management systems.

Learner Assistance Division

Learner Assistance helps adult Albertans achieve their economic, social and cultural goals by providing access to learner assistance programs, labour market information, educational and training opportunities, and career counselling services.

Learning Support and Accountability Division

Learning Support and Accountability works with educational providers to ensure the availability of accessible, responsive, affordable, and accountable learning opportunities for adult Albertans.

Communications Branch

Reporting directly to the Deputy Minister, Communications supports the department in reaching its goals by providing strategic communications planning, consulting and specialized communications services to the Minister and the department.

As the branch includes staff who are employees of the Alberta Public Affairs Bureau, there is an additional responsibility to support Bureau initiatives.

Human Resource Services Branch

Reporting directly to the Deputy Minister, Human Resource Services supports the department by providing pay and benefits administrative services, and human resource management programs and services. These programs and consultative services include human resource planning, job design and classification, employee relations, training and staffing.

Boards and Councils

Alberta Council on Admissions and Transfer

The Alberta Council on Admissions and Transfer develops policies, guidelines and procedures to facilitate transfer agreements among Alberta's post-secondary institutions. The council encourages negotiations, where appropriate, for programs and courses not presently covered by transfer agreements.

Additional information about the council's activities can be found in its annual report.

Alberta Apprenticeship and Industry Training Board

The Alberta Apprenticeship and Industry Training Board provides advice and recommendations to the Minister on the needs of the Alberta labour market for skilled and trained persons, on the training and certification of persons in trades and occupations, and on the designation of trades and occupations. It approves apprenticeship and training programs in trades and in designated occupations, and establishes apprenticeship and industry advisory committees. The board develops policies and standards to meet emerging requirements of the apprenticeship and industry training system, and with the approval of the Minister, makes regulations governing trades and occupations.

Additional information about the activities of the Alberta Apprenticeship and Industry Training Board may be found in the board's annual report.

Private Colleges Accreditation Board

The Private Colleges Accreditation Board sets minimum conditions to be met by private colleges proposing to offer programs leading to bachelor degrees and reviews program proposals. The board may recommend to the Minister that a private college be authorized to grant a degree in a specific program. The board is responsible for periodic evaluations of accredited programs.

Additional information can be found in the board's annual report.

Private Vocational Schools Advisory Council

Reporting directly to the Minister, the council hears appeals of decisions made by the director of the Private Institutions Branch, relative to licensing refusals, suspensions and cancellations. In addition, the Private Vocational Schools Act provides that the council make enquiries and perform duties directed by the Minister.

The Private Vocational Schools Advisory Council is appointed by the Minister in accordance with the requirements of the Act.

The Students Finance Board

The Students Finance Board ensures that financial need is not a barrier to further education for adult Albertans.

The board administers the Canada Student Loans Program, provincial learner assistance programs and a variety of scholarships, grants and bursaries, including the Alberta Heritage Scholarship Fund.

Additional information about the Students Finance Board may be found in the board's annual report.

Post-Secondary Learning Community

Alberta's post-secondary learning community is made up of four vocational colleges, two technical institutes, 11 public colleges, four universities and The Banff Centre for Continuing Education. In addition, there are four community consortia, 84 community adult learning councils, and 138 private institutions with programs licensed under the Private Vocational Schools Act.

Alberta Vocational Colleges

The four Alberta Vocational Colleges (AVCs) provide programs and services designed to enhance the capabilities of Albertans to participate in the social and economic development of the province. Emphasis is placed on the education and training of adults whose opportunities have been limited because of educational, social and/or economic factors.

Technical Institutes

Alberta's two technical institutes are the Northern Alberta Institute of Technology (NAIT), located in Edmonton, and the Southern Alberta Institute of Technology (SAIT), located in Calgary. Governed under the authority of the Technical Institutes Act, the institutes are supported, in part, by provincial operating and capital grants. Their programs are coordinated under policies administered by Advanced Education and Career Development.

Programs offered by the technical institutes range from two-year diploma programs in a variety of technologies to diverse continuing education courses. The institutes are also the main venues for apprenticeship training.

Public Colleges

Alberta's 11 public colleges are governed by independent boards under the authority of the Colleges Act. The colleges are supported, in part, by government through operating and capital grants, and their programs are coordinated under policies administered by Advanced Education and Career Development.

The colleges offer a broad range of courses, from academic upgrading to university transfer programs. Some of the colleges maintain a more specialized focus, such as the agricultural college at Olds or the Alberta College of Art & Design in Calgary. Located throughout the province, the colleges provide educational opportunities for people in many centres.

Universities

All four universities are supported, in part, by provincial operating and capital grants, and their programs are coordinated under policies administered by Advanced Education and Career Development.

The universities are responsible for the majority of research undertaken in the province's post-secondary system. This capability to conduct basic and applied research enhances Alberta's position as a leader in scholarship and business. Universities are also forming new links with industry in order to finance and market their research efforts.

The University of Alberta, the University of Calgary and the University of Lethbridge are each governed by public boards appointed under the authority of the Universities Act.

Athabasca University has a single governing body that operates under the authority of the Act. This governing body acts simultaneously as a board, senate, general faculties council, faculty council and school council.

The Banff Centre for Continuing Education is governed under the authority of the Banff Centre Act.

Interprovincial Training Agreements

Interprovincial agreements enable provinces to provide access to training programs in other jurisdictions. These training programs are either too costly to duplicate or too costly in proportion to the need being addressed, to maintain in the home province.

Through existing training agreements, spaces were reserved for Alberta learners in: veterinary medicine at the University of Saskatchewan, the School of Optometry at the University of Waterloo, and the prosthetics/orthotics program at the British Columbia Institute of Technology.

Community Consortia

Four community consortia operate in areas of the province that are distant from post-secondary institutions. Community consortia are associations of post-secondary institutions working cooperatively with local citizens to provide post-secondary educational opportunities for residents in the regions served by the consortia. The consortia may work with Canada Employment Centres, Community Adult Learning Councils, literacy projects and community groups to develop strategies sensitive to the needs of local communities.

Big Country Educational Consortium

The Big Country Educational Consortium provides credit programs and courses in communities such as Drumheller, Stettler, Oyen, Hanna, Trochu, and the Coronation area.

The member institutions are AVC-Calgary, Athabasca University, Medicine Hat College, Mount Royal College, Olds College, Red Deer College, SAIT and the University of Calgary.

Chinook Educational Consortium

The Chinook Educational Consortium provides post-secondary educational services, including credit programs and courses, to residents of the Crowsnest Pass, Pincher Creek, Claresholm and other areas of southern Alberta.

The member institutions are AVC-Calgary, Athabasca University, Lethbridge Community College, SAIT, the University of Calgary, and the University of Lethbridge.

Pembina Educational Consortium

The Pembina Educational Consortium provides credit programs and courses to residents of the region through facilities in Barrhead, Drayton Valley, Fox Creek, Rocky Mountain House, Westlock and Whitecourt.

The member institutions are AVC-Edmonton, Athabasca University, Grant MacEwan Community College, NAIT, Red Deer College, and University of Alberta.

Yellowhead Region Educational Consortium

The Yellowhead Region Educational Consortium provides credit programs and courses to the towns of Hinton, Jasper, Edson, Grande Cache and the surrounding region.

The member institutions are AVC-Edmonton, Athabasca University, Environmental Training Centre, Grande Prairie Regional College, Grant MacEwan Community College, NAIT, and University of Alberta.

Community Adult Learning Councils

Community adult learning councils are community-based organizations made up of volunteers and representatives of post-secondary institutions and agencies that have an interest in adult learning. The purpose of these councils is to facilitate and coordinate adult education opportunities at the local level. Most of the councils' efforts go into providing general interest, non-credit courses. More than 2,000 agencies, institutions and volunteers throughout Alberta sit as members of 84 community adult learning councils.

Private Colleges

Private colleges are independent liberal arts colleges offering university-level education. Upon recommendation of the Private Colleges Accreditation Board, they have been authorized by government Order in Council to offer accredited baccalaureate degrees. The following four private colleges received operating grants from Advanced Education and Career Development under the provisions of the Colleges Act: Augustana University College, Canadian Union College, Concordia University College of Alberta, and King's University College.

Private Vocational Schools

There are 138 private training organizations in Alberta licensed under the Private Vocational Schools Act. These organizations offer programs that are specific to a vocation and are usually less than one year in duration.

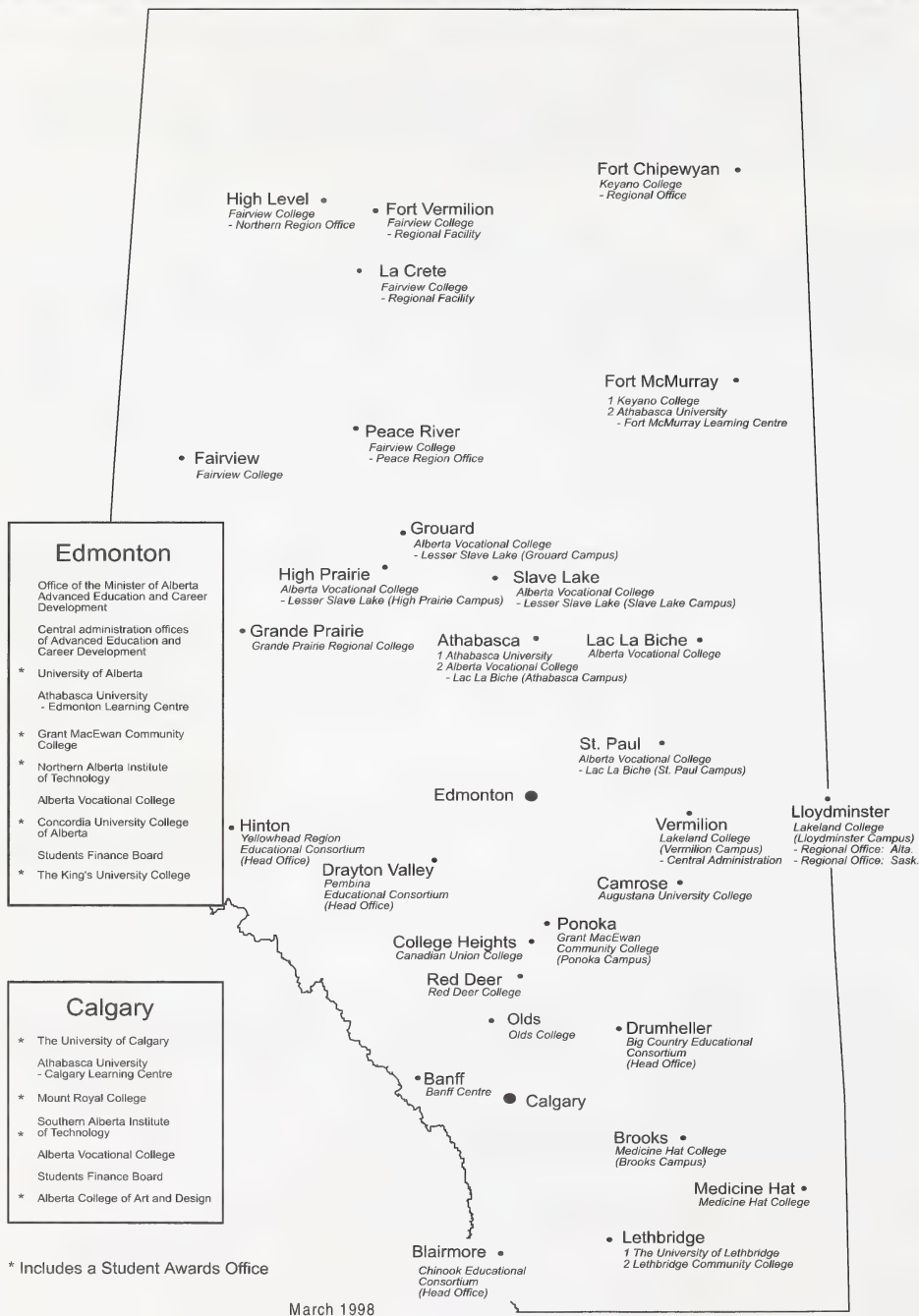
Private vocational schools receive no direct funding from Advanced Education and Career Development. The purpose of the Private Vocational Schools Act is primarily consumer protection. In order to be licensed by the department, a school must meet requirements under the Act including:

- the program curriculum must be evaluated;
- program graduates must have a reasonable chance of related employment;
- the school must provide a security in the form of an irrevocable letter of credit, or surety bond to secure learner contracts.

Non-Resident Institutions

Alberta's Universities Act provides authority for foreign degree-granting institutions to operate in the province, provided they have the permission of the Minister of Advanced Education and Career Development to do so.

Appendix II: Post-Secondary Institutions



Appendix III: Community Adult Learning Council Locations



Appendix IV: Service Delivery Network



Appendix V: Enrolment in All Programs by Sector and Institution

<i>Sector</i>	<i>Institution</i>	<i>1994/95</i>	<i>1995/96</i>	<i>1996/97</i>	<i>1997/98</i>
University	University of Alberta	29,127.8	28,932.8	29,836.5	29,867.4 ^e
	University of Calgary	21,440.7	22,728.8	23,386.8	23,637.5 ^e
	University of Lethbridge	5,201.2	5,294.3	5,615.7	5,728.0 ^e
	Subtotal	55,769.7	56,955.8	58,838.9	59,232.9 ^e
	Athabasca University	3,959.2	4,058.4	4,719.8	5,120.4 ^e
	Banff Centre	198.8 ^e	196.9 ^e	200.0 ^e	200.0 ^e
	Total - University	59,927.7	61,211.1	63,758.7	64,553.3 ^e
Public College	Alberta College of Art and Design	676.1	716.9	757.3	800.0 ^e
	Fairview College	965.8	938.0	940.2	783.0 ^e
	Grande Prairie Regional College	1,506.7	1,364.9	1,412.4	1,375.0 ^e
	Grant MacEwan Community College	5,777.8	6,168.6	6,391.7	6,800.0 ^e
	Keyano College	1,125.2	1,184.1	1,197.7	1,255.0 ^e
	Lakeland College	1,433.2	1,410.7	1,559.5	1,275.0 ^e
	Lethbridge Community College	3,695.3	3,563.2	3,701.7	3,700.0 ^e
	Medicine Hat College	1,920.1	1,909.1	2,020.1	1,950.0 ^e
	Mount Royal College	5,189.3	5,682.1	6,176.8	6,450.0 ^e
	Olds College	982.7	1,048.3	1,128.6	1,130.0 ^e
	Red Deer College	3,848.4	3,823.1 ^p	3,682.7	3,630.0 ^e
	Total - Public College	27,120.6	27,808.9	28,968.7	29,148.0 ^e
Technical Institute	Northern Alberta Institute of Technology	8,665.6	9,015.3	9,264.9	9,200.0 ^e
	Southern Alberta Institute of Technology	7,610.3	7,867.4	8,541.7	8,270.0 ^e
	Total - Technical Institute	16,276.0	16,882.7	17,806.6	17,470.0 ^e
Private College	Augustana University College	842.7	743.1	679.5	670.0 ^e
	Canadian Union College	327.5	326.9	275.8	280.0 ^e
	Concordia University College of Alberta	1,098.9	1,059.5	955.1	1,040.0 ^e
	The King's University College	384.7	396.9	407.7	408.0 ^e
	Total - Private College	2,653.8	2,526.5	2,318.0	2,398.0 ^e
Hospital School	Alberta Hospital - Edmonton	—	—	—	—
	Alberta Hospital - Ponoka	34.0 ^e	29.0 ^e	—	—
	Foothills	49.0	—	—	—
	Misericordia	109.0	—	—	—
	Royal Alexandra	174.0	—	—	—
	University of Alberta	—	—	—	—
	Total - Hospital School	366.0	29.0 ^e	—	—
Vocational College	AVC - Calgary	3,982.3	3,834.3	3,450.0	3,335.0 ^e
	AVC - Edmonton	5,838.0	5,798.9	4,745.1	4,000.0 ^e
	AVC - Lac La Biche	892.2	838.1	898.7	1,000.0 ^e
	AVC - Lesser Slave Lake	1,249.1	1,270.4	1,307.1	1,250.0 ^e
	Total - AVC	11,961.7	11,741.7	10,400.9	9,585.0 ^e
Grand Total		118,305.6	120,199.8	123,253.0	123,154.3 ^e

Source: Advanced Education and Career Development, Common Information System (CIS) and other reports submitted by institutions.¹

¹ Figures followed by an ^e, including all 1997/98 data, are estimates. Figures followed by a ^p are preliminary. Enrolment is based on the number of full-load equivalent learners. Full-load equivalent (FLE) enrolment – A unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirements for a full year of study, typically during the fall and winter sessions of the academic calendar (i.e. September through April).

Appendix VI: Total Apprenticeship Registrations by Trade

<i>Trade</i>	<i>1995</i>	<i>1996</i>	<i>1997</i>	<i>Trade</i>	<i>1995</i>	<i>1996</i>	<i>1997</i>
Agricultural Mechanic	97	101	111	Landscape Gardener	300	295	274
Appliance Serviceman	95	90	68	Lather/Interior Systems Mechanic	63	48	46
Autobody Technician	525	537	539	Locksmith	88	93	88
Automotive Service Technician	1,922	2,043	2,169	Machinist	535	618	774
Baker	267	299	303	Millwright	870	968	1,100
Boilermaker	94	116	105	Motorcycle Mechanic	86	82	93
Bricklayer	83	59	62	Painter & Decorator	159	160	148
Cabinetmaker	379	373	385	Partsman	500	557	605
Carpenter	1,695	1,744	1,873	Plumber	1,110	1,080	1,213
Communications Electrician	110	114	120	Power Lineman	120	100	129
Concrete Finisher	83	77	60	Power System Electrician	41	33	47
Cook	1,085	1,204	1,197	Printing & Graphic Arts Craftsman	127	100	78
Crane & Hoisting Equipment Operator	530	657	689	Recreation Vehicle Mechanic	72	71	77
Electrical Rewind Mechanic	50	52	55	Refrigeration & Air Conditioning Mechanic	314	361	392
Electrician	2,748	2,825	3,255	Roofer	118	98	79
Electronics Technician	105	110	97	Sawfiler	36	42	38
Elevator Constructor	12	22	29	Sheet Metal Worker	524	548	560
Floorcovering Installer	80	68	62	Sprinkler Systems Installer	97	95	98
Gasfitter	182	208	199	Steamfitter- Pipefitter	718	782	879
Glazier	102	88	97	Structural Steel & Plate	112	136	170
Hairstylist	1,347	1,450	1,379	Tilesetter	33	25	21
Heavy Equipment Technician	1,756	1,951	2,259	Transport Refrigeration Mechanic	35	32	41
Instrument Mechanic	890	901	903	Water Well Driller	37	45	39
Insulator	270	234	204	Welder	2,560	2,978	3,785
Ironworker	244	166	185	Total	23,407	24,836	27,179

Source: Advanced Education and Career Development, Skilled Trades Information System (STIS).¹

¹ Does not include statistics for Tool and Die Maker.

Appendix VII: Enrolment in Adult Development Programs by Institution

<i>Institution</i>	<i>Academic Upgrading</i>	<i>Career/ Trade Orientation</i>	<i>Job Readiness Training</i>	<i>Adult Basic Education</i>	<i>Adult Literacy</i>	<i>English as a Second Language</i>	<i>Pre-Employment</i>	<i>Skill Upgrading</i>	<i>Total FLE¹</i>	<i>Total Institutional FLE</i>
Fairview College	223.7	28.4	10.8	—	40.9	—	91.8	40.0	435.6	940.2
Grande Prairie Regional College	232.4	—	—	—	—	20.2	25.5	25.3	303.4	1,412.4
Grant MacEwan Community College	234.1	—	209.8	33.7	50.7	391.6	—	89.9	1,009.8	6,391.7
Keyano College	312.5	—	33.1	—	19.3	8.5	120.3	79.0	572.7	1,197.7
Lakeland College	218.6	—	19.1	—	—	—	56.6	82.2	376.5	1,559.5
Lethbridge Community College	562.8	9.6	86.3	23.4	—	113.1	116.0	69.3	980.5	3,701.7
Medicine Hat College	355.0	32.1	41.8	—	—	12.3	—	0.9	442.1	2,020.1
Mount Royal College	21.6	—	—	—	—	—	—	—	21.6	6,176.8
Olds College	51.8	—	27.0	—	—	—	—	82.9	161.7	1,128.6
Red Deer College	277.4	—	26.7	145.7	—	32.0	—	—	481.8	3,682.7
NAIT	446.6	—	—	—	—	—	477.0	100.8	1,024.4	9,264.9
SAIT	113.1	2.8	—	—	—	—	297.7	535.0	948.6	8,541.7
AVC-Calgary	1,691.0	—	72.0	—	46.8	889.5	—	613.7	3,313.0	3,450.0
AVC-Edmonton	2,524.9	—	119.0	213.5	116.3	633.9	—	989.6	4,597.2	4,745.1
AVC-Lac La Biche	499.6	—	20.7	52.8	—	—	46.3	173.6	793.0	898.7
AVC-Lesser Slave Lake	1,058.6	—	13.0	—	—	—	49.3	121.2	1,242.1	1,307.1
Augustana University College	0.7	—	—	—	—	—	—	—	0.7	679.5
Total	8,824.4	72.9	679.3	469.1	274.0	2,101.1	1,280.5	3,003.4	16,704.7	57,098.4

Source: Advanced Education and Career Development, Common Information System (CIS).²

¹ Enrolment is based on the number of full-load equivalent learners. Full-load equivalent (FLE) enrolment – A unit measure of enrolment in which one FLE represents one year of study taking a full load. A full load is the number of credits or hours required to complete the requirements for a full year of study, typically during the fall and winter sessions of the academic calendar (i.e. September through April).

² Includes all funding sources. 1996/97 Adult Development Program data is current as of May 1998. Data is for programs that do not require Grade 12 level education. Apprenticeship and Apprenticeship-related upgrading is not included. Includes some preliminary data.

ENTITIES INCLUDED IN THE CONSOLIDATED GOVERNMENT REPORTING ENTITY

<i>Ministry, Department, Fund or Agency</i>	<i>Ministry Annual Report</i>
Agriculture Financial Services Corporation	Agriculture, Food and Rural Development
Agriculture, Food and Rural Development Revolving Fund	Agriculture, Food and Rural Development
Alberta Agricultural Research Institute	Agriculture, Food and Rural Development
Alberta Alcohol and Drug Abuse Commission	Community Development
Alberta Dairy Control Board	Agriculture, Food and Rural Development
Alberta Energy and Utilities Board	Energy
Alberta Foundation for the Arts	Community Development
Alberta Gaming and Liquor Commission	Economic Development
Alberta Heritage Foundation for Medical Research Endowment Fund	Treasury
Alberta Heritage Savings Trust Fund	Treasury
Alberta Heritage Scholarship Fund	Treasury
Alberta Insurance Council	Treasury
Alberta Intermodal Services Ltd.	Treasury
Alberta Motion Picture Development Corporation	Economic Development
Alberta Municipal Financing Corporation	Treasury
Alberta Oil Sands Technology and Research Authority	Energy
Alberta Opportunity Company	Economic Development
Alberta Pensions Administration Corporation	Treasury
Alberta Petroleum Marketing Commission	Energy
Alberta Research Council	Science, Research and Information Technology
Alberta Risk Management Fund	Treasury
Alberta School Foundation Fund	Education
Alberta Science and Research Authority	Science, Research and Information Technology
Alberta Securities Commission	Treasury
Alberta Social Housing Corporation	Municipal Affairs
Alberta Special Waste Management Corporation	Environmental Protection
Alberta Sport, Recreation, Parks and Wildlife Foundation	Community Development
Alberta Treasury Branches	Treasury
ATB Investment Services Inc.	Treasury
Chembiomed Ltd. (in liquidation)	Treasury
Credit Union Deposit Guarantee Corporation	Treasury

ENTITIES INCLUDED IN THE CONSOLIDATED GOVERNMENT REPORTING ENTITY-CONTINUED

<i>Ministry, Department, Fund or Agency</i>	<i>Ministry Annual Report</i>
Crop Reinsurance Fund of Alberta	Agriculture, Food and Rural Development
Department of Agriculture, Food and Rural Development	Agriculture, Food and Rural Development
Department of Community Development	Community Development
Department of Economic Development	Economic Development
Department of Education	Education
Department of Energy	Energy
Department of Environmental Protection	Environmental Protection
Department of Family and Social Services	Family and Social Services
Department of Justice	Justice
Department of Municipal Affairs	Municipal Affairs
Department of Public Works, Supply and Services	Public Works, Supply and Services
Department of Science, Research and Information Technology	Science, Research and Information Technology
Department of Transportation and Utilities	Transportation and Utilities
Department of Treasury	Treasury
Economic Development and Tourism Revolving Fund	Economic Development
Education Revolving Fund	Education
Environmental Protection and Enhancement Fund	Environmental Protection
Environmental Protection Revolving Fund	Environmental Protection
475342 Alberta Ltd. (in liquidation)	Treasury
Gainers Inc.	Treasury
Gas Alberta Operating Fund	Transportation and Utilities
Historic Resources Fund	Community Development
Human Rights, Citizenship and Multiculturalism Education Fund	Community Development
Livestock Patrons' Assurance Fund	Agriculture, Food and Rural Development
Lottery Fund	Economic Development
Ministry of Advanced Education and Career Development ¹	Advanced Education and Career Development
Ministry of Agriculture, Food and Rural Development	Agriculture, Food and Rural Development
Ministry of Community Development	Community Development

¹ Ministry includes only the department so separate department information is not necessary.

ENTITIES INCLUDED IN THE CONSOLIDATED GOVERNMENT REPORTING ENTITY-CONTINUED

<i>Ministry, Department, Fund or Agency</i>	<i>Ministry Annual Report</i>
Ministry of Economic Development	Economic Development
Ministry of Education	Education
Ministry of Energy	Energy
Ministry of Environmental Protection	Environmental Protection
Ministry of Executive Council ¹	Executive Council
Ministry of Family and Social Services	Family and Social Services
Ministry of Health ¹	Health
Ministry of Intergovernmental and Aboriginal Affairs ¹	Intergovernmental and Aboriginal Affairs
Ministry of Justice	Justice
Ministry of Labour ¹	Labour
Ministry of Municipal Affairs	Municipal Affairs
Ministry of Public Works, Supply and Services	Public Works, Supply and Services
Ministry of Science, Research and Information Technology	Science, Research and Information Technology
Ministry of Transportation and Utilities	Transportation and Utilities
Ministry of Treasury	Treasury
N.A. Properties (1994) Ltd.	Treasury
Natural Resources Conservation Board	Environmental Protection
NFI Finance, Inc. (in liquidation)	Treasury
Persons with Developmental Disabilities Foundation	Family and Social Services
Public Works, Supply and Services Revolving Fund	Public Works, Supply and Services
S C Financial Ltd.	Treasury
Science and Research Fund	Science, Research and Information Technology
The Alberta Government Telephones Commission	Treasury
The Alberta Historical Resources Foundation	Community Development
The Government House Foundation	Community Development
The Wild Rose Foundation	Community Development
Transportation Revolving Fund	Transportation and Utilities
Treasury Revolving Fund	Treasury
Utility Companies Income Tax Rebates Fund	Treasury
Victims of Crime Fund	Justice

¹ Ministry includes only the department so separate department information is not necessary.

ENTITIES NOT INCLUDED IN THE CONSOLIDATED GOVERNMENT REPORTING ENTITY

Fund or Agency

Ministry Annual Report

Alberta Cancer Board	Health
Alberta Heritage Foundation for Medical Research	Science, Research and Information Technology
Alberta Teachers' Retirement Fund Board	Education
Improvement Districts Trust Account	Municipal Affairs
Local Authorities Pension Plan	Treasury
Long-Term Disability Benefit Fund-Bargaining Unit	Advanced Education and Career Development
Long-Term Disability Benefit Fund-Management, Opted Out and Excluded	Advanced Education and Career Development
Management Employees Pension Plan	Treasury
Provincial Judges and Masters in Chambers Pension Plan	Treasury
Provincial Mental Health Advisory Board	Health
Public Post-Secondary Institutions	Advanced Education and Career Development
Public Service Management (Closed Membership) Pension Plan	Treasury
Public Service Pension Plan	Treasury
Regional Health Authorities	Health
School Boards	Education
Special Areas Trust Account	Municipal Affairs
Special Forces Pension Plan	Treasury
Universities Academic Pension Plan	Treasury
Workers' Compensation Board	Labour

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